Ontrack® PowerControls™ User Guide | Version 7.1

Instructions for Operating Ontrack PowerControls
in Microsoft® Office SharePoint® Server Environments

Kroll Ontrack®

NOTICE TO USERS

Ontrack® PowerControls™ is a software application that has been developed, copyrighted, and licensed by Kroll Ontrack Inc. Use of the software is governed by the terms and conditions of the end user license agreement contained within the software.

This manual should not be construed as any representation or warranty with respect to the software named herein. Occasionally, changes or variations exist in the software that are not reflected in the manual.

Generally, if such changes or variations are known to exist and affect the product significantly, a release note or Read Me file will accompany the User Guide, or will be available on the Ontrack PowerControls web site. In that event, please read the release notes or Read Me file before using the product.

TRADEMARKS

Kroll Ontrack, Ontrack, PowerControls, and other Kroll Ontrack brand and product names referred to herein are trademarks or registered trademarks of Kroll Ontrack Inc., and/or its parent company, Kroll Inc., in the United States and/or other countries. All other brand and product names are trademarks of their respective owners.

Microsoft, Exchange, SharePoint, Windows and other Microsoft brand and product names referred to herein are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

All other brand and product names are trademarks of their respective owners.

COPYRIGHTS

Copyright © 2014 Kroll Ontrack Inc. All rights reserved.

Outside In Content Access © 1991, 2013 Oracle.

The software is based in part on the work of the Independent JPEG Group.

Document version number: 7.1.0.1

No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into a language or computer language, in any form by any means, electronic, mechanical, optical, chemical, manual or otherwise, without the express written consent of Kroll Ontrack Inc.

CONTACT INFORMATION

For contact information for our worldwide locations, see

http://www.krollontrack.com/contact-us/

Kroll Ontrack

Contents

Introduction 1

Overview 1

Five Major Reasons for Using Ontrack PowerControls 1

Readme File 2

Keyboard Shortcuts 2

Getting Help 3

- Online Help 3
- Technical Support 4

Conventions in this Manual 4

- Shortcut Menu 4
- Notes and Tips 5

Chapter 1: Looking at the Interface 6

Overview 6

Main Window 6

- Menu Bar 7
- Toolbar 7
- Source Panes 8
- Target Panes 10
- Icons in the Source and Target Panes 11

Changing the View 14

- Viewing or Hiding the Toolbar and Status Bar 14
- Resizing Panes Separated by a Split Bar 14

Arranging Columns in the Items List 15
Sorting Items in the Items List 17
Refreshing the Screen 17
Viewing the Target in a Browser 17
Viewing the Properties of a Content Database 18
Setting Preferences 19

Chapter 2: Using Ontrack PowerControls 21

Overview 21
Opening the Source Database and Target Servers with the Data Wizard 21
Data Wizard: Welcome Page 21
Data Wizard: Source Path Selection Page 21
Data Wizard: Target Server Selection Page 22
Data Wizard: Agent for Content Transfer Service (ACTS) Selection page 23
Remote Blob Store Configuration (FILESTREAM Provider) 23
Remote Blob Store Configuration (Metalogix StoragePoint Provider) 24
Results of Data Wizard 25
Returning to the Data Wizard 26
Opening the Source Database and Target Servers from the Main Window 26
Opening Source or Target Files 26
Opening the Source Database from the Command Line 27
Opening Multiple Sources and Targets 28
Opening Items 29
Opening the File 30
Saving Attachments 31
Previous Versions in Source 32

Closing Sources and Targets 32

Chapter 3: Searching on Microsoft Office SharePoint Sources 34

Overview 34

Guidelines for Using the Find Window 34

Searching Sources 35

Opening the Find in Sources Window 35

Selecting the Item Type(s) 37

Narrowing the Scope of the Search 38

Searching Within Results 40

Using the Find Results 40

Opening an Item's Metadata 40

Opening the File in the Search Results 40

Copying and Pasting Content 41

Exporting an Item 41

Saving Attachments 41

Previous Versions 41

Viewing Previous Search Results 41

Clearing Fields and Results 42

Searching Within File Data or Attachments 42

Exceptions When Searching Within File Data or Attachments 42

Restoring Items from the Find in Sources Window 43

Chapter 4: Exporting Microsoft Office SharePoint Server Data 44

Overview 44

Guidelines for Exporting Items 44

Exporting List Items 44

©2014 Kroll Ontrack Inc

Chapter 5: Restoring Microsoft Office SharePoint Server Data 47

Overview 47

General Guidelines for Restoring Microsoft Office SharePoint Server Data 47

Guidelines for Copying to Recurring and Non-Recurring Meeting Workspaces 51

Agent for Content Transfer Service 52

Duplicate Checking 53

Feature Not Found 54

Overwrite Confirmation 55

Restore Microsoft Office SharePoint Server Data Using Two Different Methods 56

Restoring Your Microsoft Office SharePoint Server Data 57

Restoring Items 57

Restoring a Folder 58

Restoring a List 58

Restoring a Site 59

Configuring the Ontrack PowerControls Agent for Content Transfer Service to Validate Forms Authentication Users 63

About the Copy Progress Window 67

Glossary 68

Index 71

©2014 Kroll Ontrack Inc

Introduction

Overview

Welcome to Ontrack® PowerControls™ 7.1, a powerful, yet easy-to-use application for searching, recovering, restoring, and managing data at a granular level in Microsoft® Office SharePoint® Server environments.

Ontrack PowerControls allows you to perform source and target functions on Microsoft Office SharePoint Server data. It also provides a robust search function on source items to quickly and easily find, recover, and restore content – such as documents, lists, libraries, and folders – or entire Microsoft Office SharePoint Server sites.

Ontrack PowerControls works with your existing database, and allows you to restore content from MDF files, NDF files, and LDF files directly to your Microsoft Office SharePoint Server target, or to a different server. Microsoft Office SharePoint Server backups can be extracted from tape or disk-based backups using the Direct Method of extraction.

Five Major Reasons for Using Ontrack PowerControls

There are five primary ways you can benefit from using Ontrack PowerControls:

1. Minimizes the time to restore an individual document, item, list, folder, site, or library. Ontrack PowerControls can slash restore time, making it possible to granularly restore items from a previous full backup. Items from database backup can be restored individually, giving you restore flexibility and eliminating the need to perform to a full site restoration in order to find the items you need.

2. Eliminates same site restore constraint. By eliminating same site restore constraint, Ontrack PowerControls gives you the flexibility to restore to origination or alternate locations. Ontrack PowerControls allows you to restore directly into your production Microsoft Office SharePoint Server or a file system.

3. Minimizes the time to locate all matching specific criteria. Ontrack PowerControls includes an Advanced Find feature that can search across all content databases in an archived Microsoft Office SharePoint Server file, rather than bringing an old backup back online for analysis. You can search by a variety of criteria, including keywords, subject, date, specific users, and file and attachment data.

4. Maintains data integrity of the Microsoft Office SharePoint Server source. Ontrack PowerControls does not change the contents or metadata of the source content database, and maintains data integrity of the source by performing read-only operation.

©2014 Kroll Ontrack Inc

5. Minimizes the costs involved in restoring lost items. Ontrack PowerControls eliminates the need to have an expensive restoration server available, as well as the cost associated with the extra steps required to separately import sites back into Microsoft Office SharePoint Server to find items needed. Also, since it can read your existing content database backups, there is no need to purchase proprietary software for creating the backups. Your backup process can remain the way it is today.

Readme File

The Ontrack PowerControls Readme file contains additional information about the Ontrack PowerControls, including:

- System requirements
- Installing and uninstalling Ontrack PowerControls
- Licensed agents
- License file
- Upgrading from previous versions (if applicable)
- Known issues
- Technical support

The Ontrack PowerControls Readme file is included on the installation CD and in the electronic package. It can be accessed when you install Ontrack PowerControls by clicking **View Readme File** on the Ontrack PowerControls installation window.

Keyboard Shortcuts

Menu Bar	Keyboard Shortcut
File Menu	
Open Source	Ctrl+S
Open Target	Ctrl+T
Open Item	Ctrl+O
Close Store	Ctrl+L
Use Wizard	Ctrl+W

©2014 Kroll Ontrack Inc

Menu Bar	Keyboard Shortcut
Exit	Alt+F4
Edit Menu	
Copy	Ctrl+C
Paste	Ctrl+V
Select All	Ctrl+A
View Menu	
Refresh Screen	F5
Tools Menu	
Export	Ctrl+P
Find	F3
Help Menu	
View Help Contents	F1

Getting Help

Kroll Ontrack provides you with the following ways to get help with Ontrack PowerControls:

- Online Help
- Technical Support

Online Help

Online Help includes all of the information in the user guide and more, and lets you quickly access this information by using one of three tabs. The Contents tab offers a hierarchical view of the contents of the user guide. The Search tab offers a full-text search of the user guide. The Index tab offers a keyword-based way to get to specific topics.

©2014 Kroll Ontrack Inc

To start online Help

Do one of the following:

- On the **Help** menu, select **Contents**.
- Click the Help icon on the toolbar.
- Press the **F1** key.

To identify a tool or control

- Position the pointer over a tool or control, and then pause. A tool tip shows the name of the item.

Technical Support

If you have questions or problems not answered in the user guide or the online Help (F1), call our Technical Support group. When reporting an issue, please include any information that might help us diagnose the problem. The following details are often the most helpful:

- The version of Ontrack PowerControls you are using (on the **Help** menu, select **About**).
- The versions of Windows operating systems that you are running.
- The version of SQL Server that contained the source database file.
- The version of Microsoft Office SharePoint Server for the source data.
- The version of Microsoft Office SharePoint Server for the target.
- The circumstances and sequence of steps that led to the problem.
- The text of the error messages (if any appeared), and the contents of the **Details** window.
- A list of other Windows-based programs that you were running when the error occurred.

See "Contact Information" at the beginning of this user guide.

Conventions in this Manual

This manual uses guidelines for commands available on shortcut menu and notes and tips.

Shortcut Menu

You can access many of the same commands available on the menu bar and toolbar by right-clicking the mouse to display a shortcut menu. The contents of the shortcut menu depend on whether you right-click in the Source or Target pane. This manual seeks to teach you how to use commands on the menu bar and toolbar, and doesn't always specify when you can use the shortcut menu. Once you become familiar with Ontrack PowerControls, the commands available to you on the shortcut menu should become apparent.

©2014 Kroll Ontrack Inc

Notes and Tips

The notes and tips in this user guide follow the guidelines offered in the *Microsoft Manual of Style for Technical Publications*, 3rd Edition. Redmond, WA: Microsoft Press, 2004.

©2014 Kroll Ontrack Inc

Chapter 1: Looking at the Interface

Overview

This section describes the parts of the main window of Ontrack PowerControls, details the function of the tool bar and each pane and menu, and explains how to customize the window.

It also describes on a high level how content database files can be opened as one or more sources; how the source is displayed in a tree view and mimics the hierarchy in the database; and how the source data for lists is displayed with customized column headings depending on the data type.

This section also describes on a high level how Ontrack PowerControls can connect to a Microsoft Office SharePoint Server as target, how Ontrack PowerControls can open one or more targets and display the target as a tree view mimicking the hierarchy in the Microsoft Office SharePoint Server, and how the target data for lists is displayed in the list pane with customized column headings depending on the data type.

Main Window

The main window of Ontrack PowerControls is where you do most of your work. The main window is divided into four panes by two split bars: the two Source panes above the two Target panes.

The Source panes display the source MDF, NDF, and LDF file(s). The left Source pane contains the content database tree view. When you select an item in this pane, its contents appear in the right Source pane.

The Target panes act as a container for the restored items on the target server. The left Target pane contains the Microsoft Office SharePoint Server nodes and contents copied, dragged and dropped, or added through the Data Wizard. The right Target pane displays the list of the contents of the item selected in the tree view on the left Target pane.

Any functions that can be performed on a source data item or target items can be accessed through the menu bar, the toolbar, or the right-click context menus.

©2014 Kroll Ontrack Inc

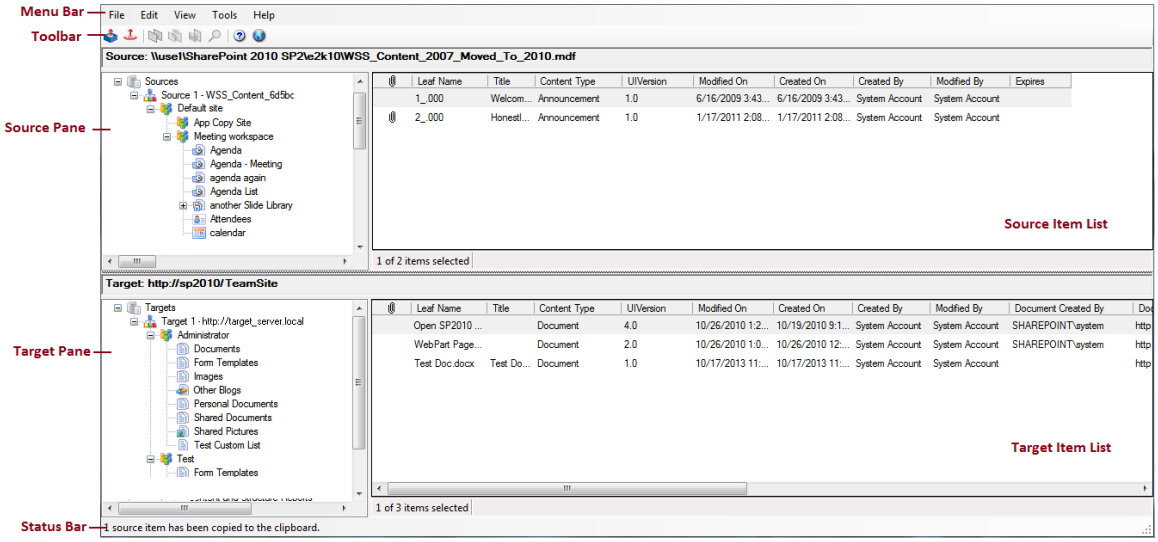

Figure 1-1: The main window with its four panes

Menu Bar

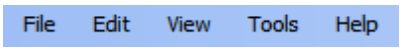

Figure 1-2: The menu bar in the main window

The menu bar contains all of the commands for Ontrack PowerControls. The menu commands, submenu commands, and resulting dialog boxes are discussed fully in the sections that focus on those specific commands.

Toolbar

Figure 1-3: The toolbar in the main window

The buttons on the toolbar perform the following functions:

	Open Source opens the Source Path Selection page of the Data Wizard, where you can add .mdf, .ndf., and .ldf files.
	Open Target opens the Target Server Selection page of the Data Wizard, where you can enter the target Microsoft Office SharePoint Server name, configuration database, and authentication.
	Copy copies onto the clipboard the selected item(s) in the source list or list and folders from the tree view.

	Paste inserts the items from the clipboard into the selected list or folder in the Target pane.
	Export displays the Export Options page of the Export Wizard, which lets you export an item to a local or network drive destination.
	Find displays the Find in Sources dialog box, which lets you specify the desired search criteria for finding items in the Source pane.
	View Help displays Ontrack PowerControls Online Help, which includes all of the information in this user guide and more. Online Help lets you quickly access this information by using a Contents, Search, or Index tab.
	Kroll Ontrack on the Web takes you to the Kroll Ontrack web site (www.krollontrack.com), providing you with additional information on products and services by Kroll Ontrack.

Source Panes

The Source pane displays the content database files that you selected in the Source Path Selection page of the Data Wizard. The source tree can display one or more sources. It displays the source as a tree view and mimics the hierarchy of the database.

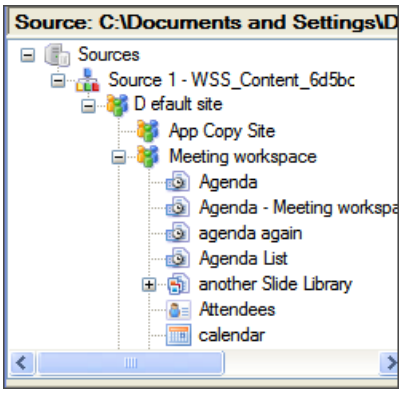

Figure 1-4: Source pane

For more information on using the Source panes, see **"Data Wizard: Source Path Selection Page" on page 21**.

Source Item List

The Source Item list displays the source items in a list with columns depending on the type of source list. The columns can include leaf name; attachments, if any; title; content type; UI Version; modified and created on dates; created by; and modified by.

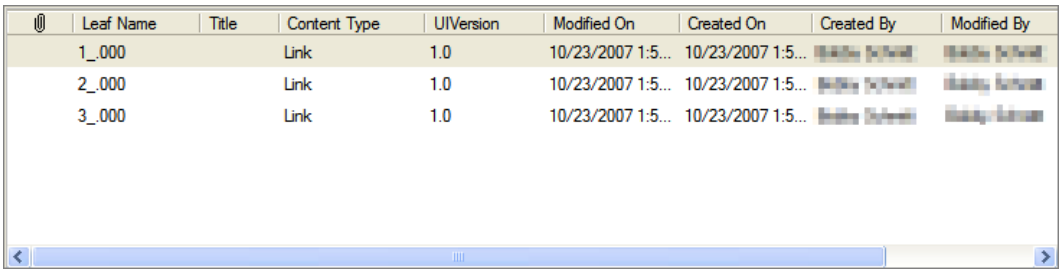

Figure 1-5: Source Data List

You can open a source data list item using the native application with which it was created by right-clicking on the item and selecting Open File in the context menu. If the native application for the item is not available on your computer, a dialog box appears allowing you to select the application to view the item data. If you want to view the metadata of an item that can be opened with the native application, right-click and select Open Item.

Source Data List Context Menu

Source list items have several functions available through a context menu. You can right-click on an item or multiple items to display a context menu with the following options available:

- **Open Item:** Displays the metadata of an item in a new dialog box or open the native application.
- **Open File:** Open File is available if the item has a content stream. Only one item can be selected at a time.
- **Copy:** Copies the selected item or items to the clipboard.
- **Select All:** Selects all of the items in the list.
- **Export:** Opens the Export Wizard and allows you to save the selected item to a selected location.
- **Save Attachments:** Displays the Save Attachment dialog box and allows you to save the attachments of the selected item to a selected location.
- **Previous Versions:** Displays the Previous Versions dialog box and allows you to view the previous versions of the item and copy them to a selected location or to the Target pane.

Some context menu items are unavailable when multiple items are selected; for example, "Open Item," "Open File," "Save Attachments," and "Previous Version" functions.

For more information on all of these functions, see **"Using Ontrack PowerControls" on page 21**.

Target Panes

Ontrack PowerControls can connect to target Microsoft Office SharePoint Servers. One or more targets can be opened at a time. The target data appears in the Target pane, which mimics the hierarchy of the database.

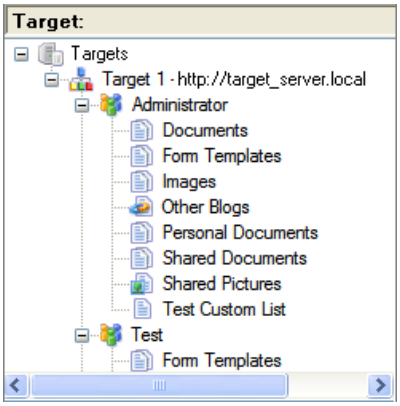

Figure 1-6: Target pane

Target Item List

The Target Item list displays the target items in a list with columns depending on the type of target list. The columns can include leaf name; attachments, if any; title; content type; UI Version; modified and created on dates; created by; and modified by.

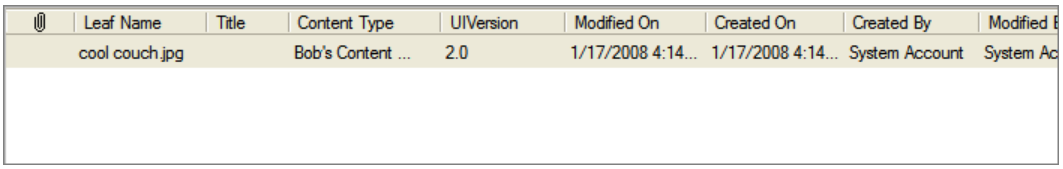

Figure 1-7: Target Item List

You can open a target data list entry using the native application with which it was created by right-clicking on the item and selecting Open File in the context menu. If the native application for the item is not available on your computer, a window is displayed to allow you to select the application to view the item data. If you want to view the metadata of an item that can be opened with the native application, right-click and select Open Item. For more information, see **"Opening Items" on page 29**.

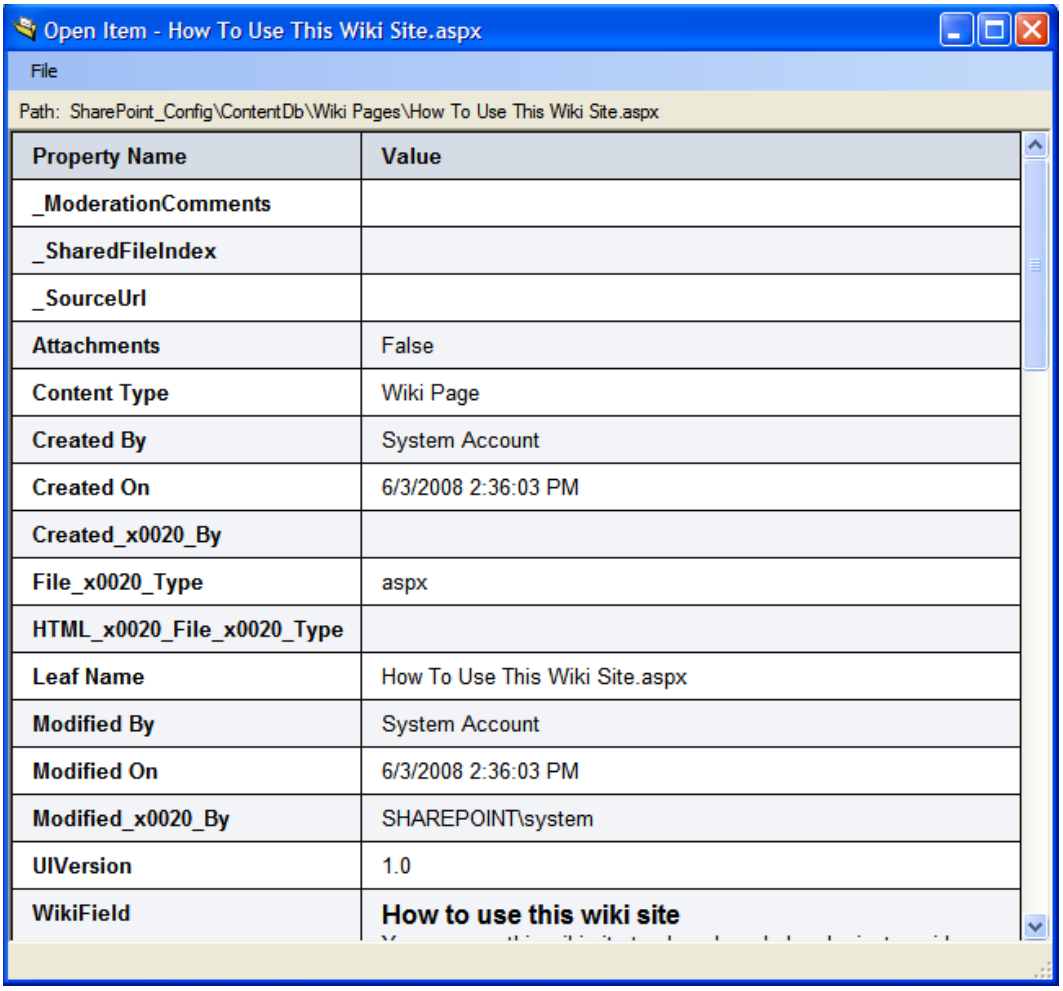

Figure 1-8: Open Item metadata

Note: *Not all the data about an item is displayed in the list.*

Icons in the Source and Target Panes

In the Source and Target panes, the root nodes, sites, lists, and folders have individualized icons. Any list type without an assigned icon uses a default icon .

Note: *Not all lists for a site are shown in the list. If certain lists contain system information, they may not be shown.*

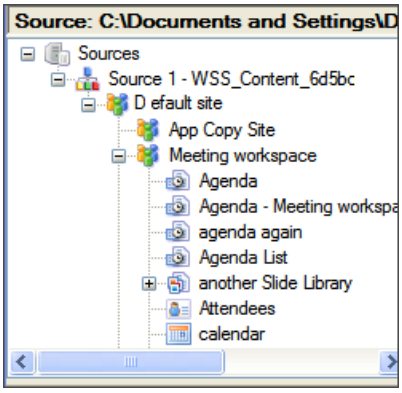

Figure 1-9: Sample icons with descriptions below

	Sources contains one or more source data stores. You can select the sources root node as your search source.
	Targets contains the target Microsoft Office SharePoint Server databases for connection as a target.
	Source Root Node contains the .mdf, .ndf, and .ldf files. Click the plus sign (+) next to a node to expand its contents.
	Target Root Node contains the target server. Click the plus sign (+) next to a node to expand its contents.
	Site contains the site/site collection nodes lists. Click the plus sign (+) next to a node to expand its contents.
	Default icon for List objects, custom lists, and Datasheet
	Document Library, **Form Library**, **Wiki Page Library** are Web Parts that organize documents by department, project, or by topic.
	Folders can be created within Web Parts to organize documents or lists.
	Discussion Board can contain Web discussion notes between users of the site.
	Agenda can contain information that meeting attendees need to have access to in advance of a meeting.
	Calendar is a view of the events list after recurring events have been added.

©2014 Kroll Ontrack Inc

	Text Box can be created within a Web Part to just contain text.
	Surveys can contain various forms of surveys: online surveys, email-based surveys, and database-driven surveys.
	Contacts, Attendees are lists that contain contacts for the users of the site including phone numbers, email addresses, and other information.
	Picture Library, Report Library are Web Parts similar to Document Libraries which store documents and allow users to attach metadata to the documents.
	Data Connection Libraries are Web Parts similar to Document Libraries which store documents and allow users to attach metadata to the documents.
	Slide Libraries are Web Parts similar to Document Libraries which store documents and allow users to attach metadata to the documents.
	Translation Library, Languages, and Translators are the list of languages to assign to translation tasks and any translators specified for each language.
	Announcements is a Web Part in SharePoint and contains any announcements entered by a Site Administrator.
	Links is a Lists Web Part that provides easy access to web sites.
	Tasks is a Lists Web Part used for managing tasks within a project.
	Project Tasks, Issue Tracking are used to track issues based on different categories added by the Site Administrator.
	Decisions is a list created from a template within a Meeting Site in SharePoint.
	Things to Bring contains lists in the Lists Web Part.
	Datasheet is a view within a library or list that requires Microsoft Excel to open.
	KPI List contains Key Performance Indicator lists in the Lists Web Part. (This is appears as **Status List** in Microsoft Office SharePoint 2010).

©2014 Kroll Ontrack Inc

	Circulations contains lists that track to track the flow of documents in a Group Work list (Microsoft Office SharePoint 2010 only).
	IME Dictionary List contains data used in a list as a Microsoft Input Method Editor (IME) dictionary (Microsoft Office SharePoint 2010 only).

Changing the View

You can change the view in the Ontrack PowerControls window by hiding the toolbar or status bar, adjusting split bars; sorting lists; and refreshing the screen.

Viewing or Hiding the Toolbar and Status Bar

The toolbar and status bar appear by default in the main window, but you can easily hide them.

To hide the toolbar or status bar

- On the **View** menu, select **Toolbar or Status Bar**. The check mark no longer appears next to the name of the toolbar or status bar.

To view the toolbar or status bar

- On the **View** menu, select **Toolbar or Status Bar**. The check mark appears next to the name of the toolbar or status bar.

Resizing Panes Separated by a Split Bar

You can use a split bar (the horizontal or vertical double line that separates two panes) to increase the area within one pane while simultaneously decreasing the area within the adjacent pane.

To resize panes separated by a split bar

1. Position the cursor over a split bar between the two panes until a double arrow appears. A vertical double arrow appears if you position the cursor over a horizontal split bar.

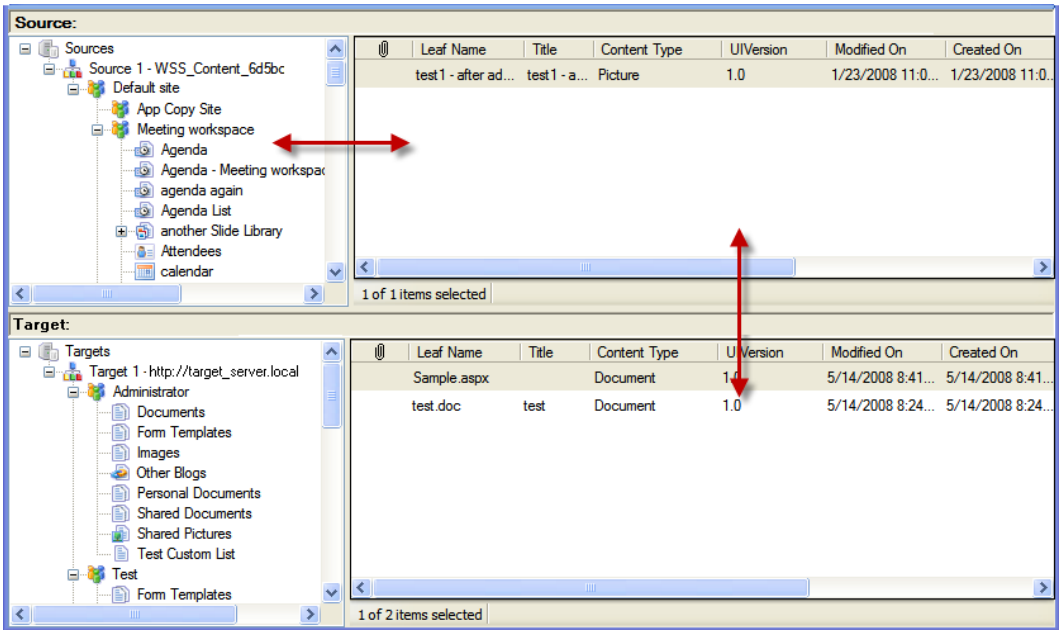

Figure 1-10: Arrange Columns context menu

2. Drag the split bar until the two panes are the desired size.

Arranging Columns in the Items List

You can arrange the columns in the Source and Target Items list by dragging and dropping the column headers. You can add or remove columns by right-clicking on the column header to display the Arrange Columns context menu.

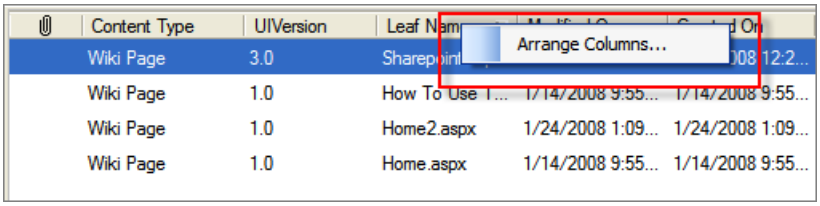

Figure 1-11: Arrange Columns context menu

Selecting Arrange Columns displays the Arrange Columns dialog box.

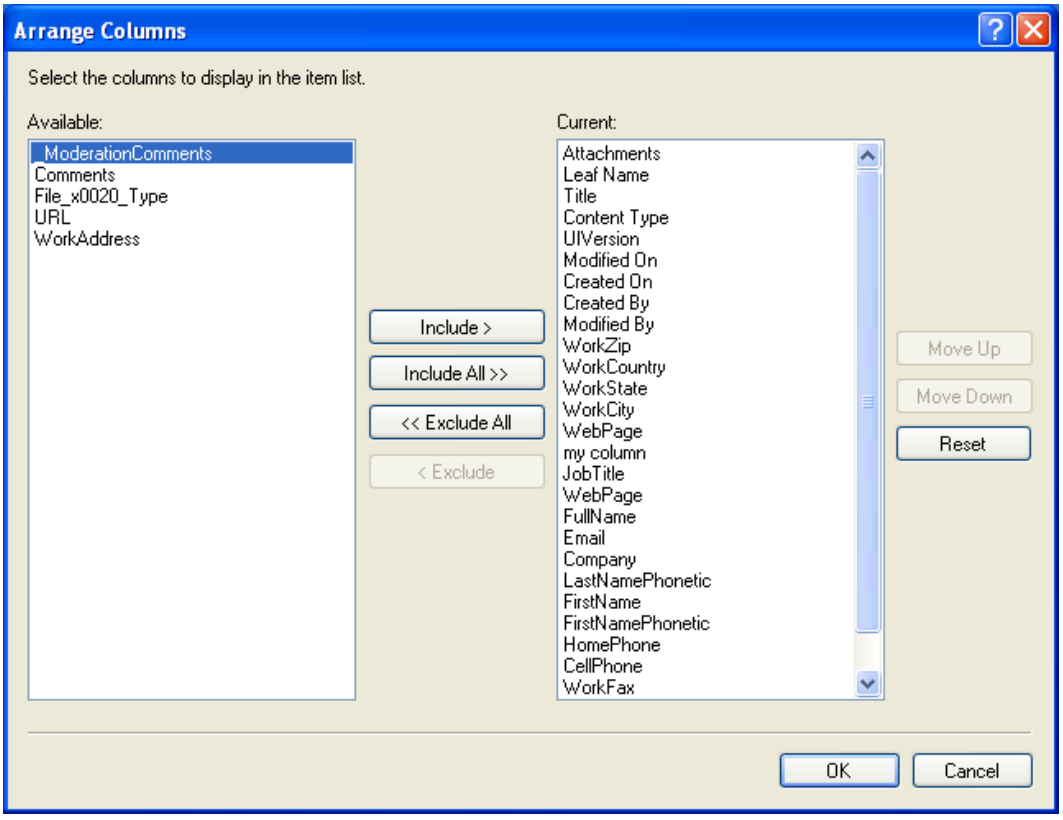

Figure 1-12: Arrange Columns dialog box

To arrange columns horizontally

1. Select one or more items in the **Available** list and click **Include>**. The item(s) appear at the bottom of the **Current** list.
2. To include all of the **Available** list items in the **Current** list, click **Include All>>**.
3. To exclude all of the **Current** list items in the **Available** list, click **<<Exclude All**.
4. To set the lists to the default setting, click **Reset**.
5. Click **OK**.

> ***Note:*** *At least one column must remain in the Current list to exit from the Arrange Columns window.*
>
> ***Note:*** *The number of lookup columns displayed on the target is limited to eight.*

To arrange columns vertically

1. To arrange the order in the **Current** list, select one item at a time and click **Move Up** or **Move Down**. The list appears in this order from left to right in the Source or Target list view.
2. To set the lists to the default setting, click **Reset**.
3. Click **OK**.

Sorting Items in the Items List

You can sort items in the source and target lists based on any column.

To sort a list

1. Click a column heading to sort the items based on that heading. For most headings, an arrow appears indicating the sort direction. An up arrow indicates that the items appear in ascending (A-Z) order. A down arrow indicates that the items appear in descending (Z-A) order.
2. To reverse the order of the items based on that column heading, click the column heading again. Notice the arrow reverses directions.

An example of sorting items

- If you click the attachment column heading, items are sorted in descending order based on this heading, even though no arrow appears. This means that items with attachments appear at the bottom of the list, while items with no attachments appear at the top of the list. If you click the attachment column heading again, the order is reversed.

> ***Note:*** *The view settings (sort order and column width) for a folder or list are saved until you close the data store.*

Refreshing the Screen

You may want to refresh the screen occasionally when you are connected to a live target server. That is because the information on the server may change while you are connected.

To refresh the screen

- Do one of the following:
  - On the **View** menu, select **Refresh**.
  - Press the **F5** key.

Viewing the Target in a Browser

You can view any item in the Target pane (other than the root node) in its own browser.

Note: *For more information about opening a target, see* ***"Data Wizard: Target Server Selection Page" on page 22*** *and* ***"Opening Source or Target Files" on page 26****.*

To view the target in a browser

1. In the Target pane, select the target you want to view in a browser.
2. Do one of the following:
   - Right-click the target and select **Launch in Browser**.
   - On the Edit menu, select **Launch in Browser**.
   - Press **Ctrl+B**.

   The selected target appears opens in your system's default browser.

Viewing the Properties of a Content Database

Ontrack PowerControls makes it easy to view the properties of a content database file.

To view the properties

1. In the Source pane, right-click a content database file.
2. On the shortcut menu, select **Properties**to view the MDF File Properties dialog box.

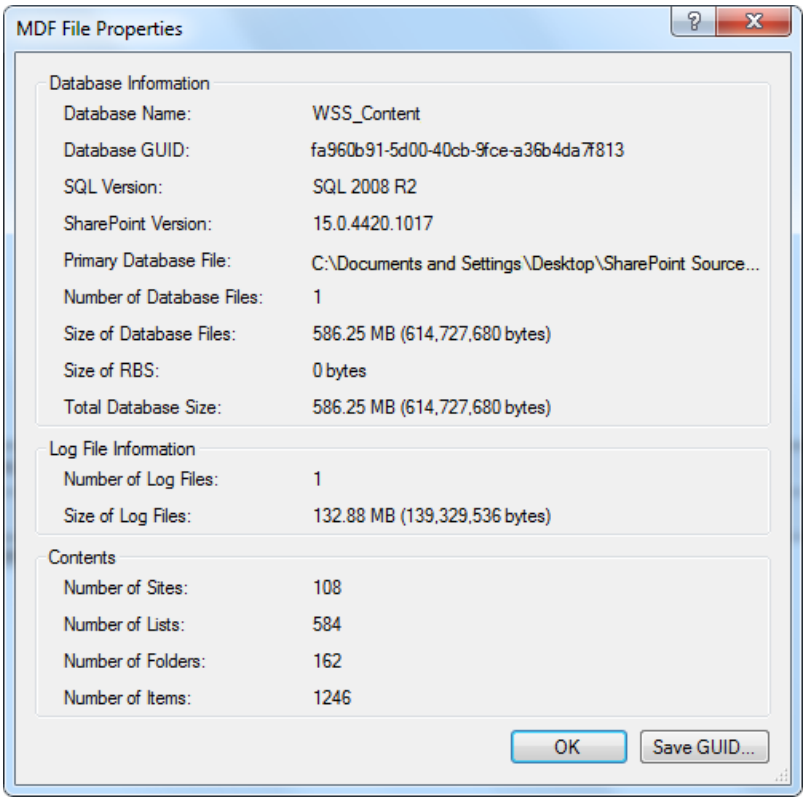
MDF File Properties
Database Information
Database Name: WSS_Content
Database GUID: fa960b91-5d00-40cb-9fce-a36b4da7f813
SQL Version: SQL 2008 R2
SharePoint Version: 15.0.4420.1017
Primary Database File: C:\Documents and Settings\Desktop\SharePoint Source...
Number of Database Files: 1
Size of Database Files: 586.25 MB (614,727,680 bytes)
Size of RBS: 0 bytes
Total Database Size: 586.25 MB (614,727,680 bytes)
Log File Information
Number of Log Files: 1
Size of Log Files: 132.88 MB (139,329,536 bytes)
Contents
Number of Sites: 108
Number of Lists: 584
Number of Folders: 162
Number of Items: 1246
OK
Save GUID...

Figure 1-13: MDF File Properties (without Remote Blob Store)

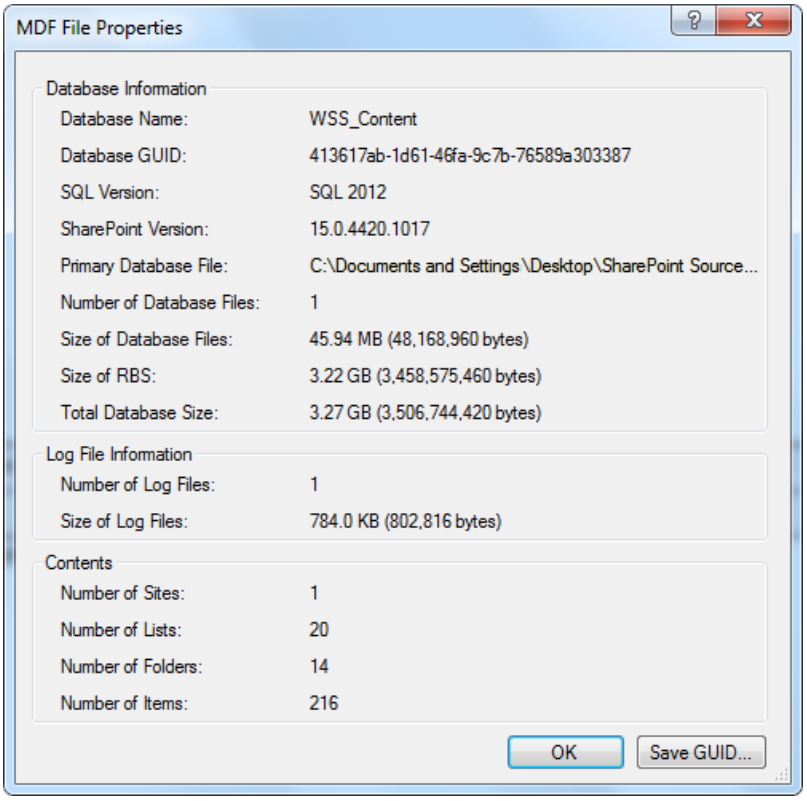
MDF File Properties
Database Information
Database Name: WSS_Content
Database GUID: 413617ab-1d61-46fa-9c7b-76589a303387
SQL Version: SQL 2012
SharePoint Version: 15.0.4420.1017
Primary Database File: C:\Documents and Settings\Desktop\SharePoint Source...
Number of Database Files: 1
Size of Database Files: 45.94 MB (48,168,960 bytes)
Size of RBS: 3.22 GB (3,458,575,460 bytes)
Total Database Size: 3.27 GB (3,506,744,420 bytes)
Log File Information
Number of Log Files: 1
Size of Log Files: 784.0 KB (802,816 bytes)
Contents
Number of Sites: 1
Number of Lists: 20
Number of Folders: 14
Number of Items: 216
OK
Save GUID...

Figure 1-14: MDF File Properties (with Remote Blob Store)

You can save the GUID by clicking the Save GUID button and directing the text file to your desired location.

Setting Preferences

The Preferences dialog box allows you to streamline Ontrack PowerControls operations.

To change preference settings

1. On the **Edit** menu, select **Preferences**.
2. Select or clear the check boxes, as desired.

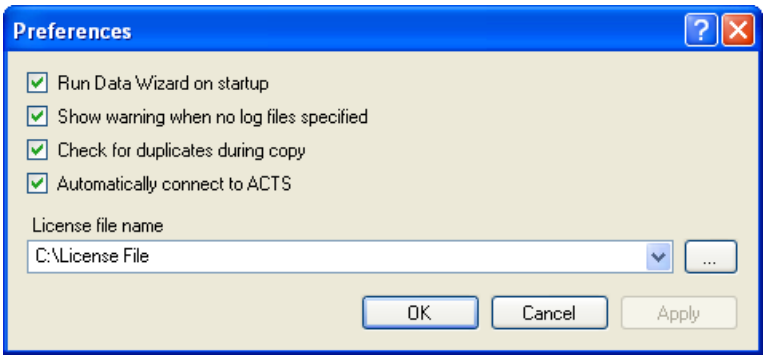

Figure 1-15: The Preferences dialog box

- **Run Data Wizard on startup:** When this option is selected, the Data Wizard launches every time you open Ontrack PowerControls.
- **Show warning when no log files specified:** When this option is selected, Ontrack PowerControls warns you when opening a file if an .ldf file path has not been specified.
- **Check for duplicates during copy:** When this option is selected, two forms of duplicate checking will occur depending on the type of item that is being copied. In either method, if an item is a duplicate and you choose to overwrite, the existing item is removed and the new item is added. For more information, see **"Duplicate Checking" on page 53**.
- **Automatically connect to ACTS:** When this option is selected, Ontrack PowerControls will automatically attempt to connect to the Agent for Content Transfer service when you click **Next** on the Data Wizard: Target Server Selection Page.
- **License file name:** This box displays the current location of the license file. To save this file in a different location, click Browse (...) and navigate to the desired location.

> ***Note:*** *For more information about the license file, see "The License File" in the Readme File.*

©2014 Kroll Ontrack Inc

Chapter 2: Using Ontrack PowerControls

Overview

You can open a source MDF file or NDF file and specify a target Microsoft Office SharePoint Server using the Data Wizard. You can also open the source database and target server from the main window, as well as open a source database with the command line.

Before You Use Ontrack PowerControls

Use Ontrack PowerControls ExtractWizard if you have not yet restored backed-up data. The Ontrack PowerControls ExtractWizard reads previous Microsoft Office SharePoint Server backups and restores files to any machine, volume, or folder. For more information, see the *Ontrack PowerControls ExtractWizard User Guide*.

Opening the Source Database and Target Servers with the Data Wizard

The Data Wizard guides you through the loading of the MDF, NDF, and LDF files into Ontrack PowerControls and shows you how to specify the target server.

Data Wizard: Welcome Page

The first time you start Ontrack PowerControls, the Data Wizard launches.

To manually start the Data Wizard

1. Click **Start**, and then point to **Programs**. Point to **Kroll Ontrack**, then **Ontrack PowerControls** and select **Ontrack® PowerControls™ for SharePoint**. The Data Wizard appears.

   Note: *If you do not want to run the Data Wizard every time you start Ontrack PowerControls, clear the* ***Show wizard on startup*** *check box.*

2. Click **Next**. The Source Path Selection page appears.

Data Wizard: Source Path Selection Page

Use the Source Path Selection page of the Data Wizard to specify the source MDF, LDF, and NDF file paths and the temporary file path. If you do not want to open a source MDF, NDF, and LDF file at this time, click Skip.

To specify a source file

1. In the **Source Files** group, do one of the following:
   - Click **Add** and use the Open dialog box to find the source .mdf file, .ndf file, and .ldf files.
   - Open Windows Explorer and drag and drop the source files from their location onto the Source Files box.

   Important: Verify that the log files and database files were created in the same backup.

   Important: If your source content database contains an NDF file, it must be included with the MDF file.

   Note: *Multiple files can be added to the Source Files box and are listed in the order they were added, however, only a single content database can be opened.*

   Note: *If you want to remove files from the* ***Source Files*** *box, select the file and click* ***Remove***.

2. In the **Temporary File Path** box, accept the default location for the .idx and .dat files or, if the files require more hard drive space, specify a new location by clicking **Browse** (...).

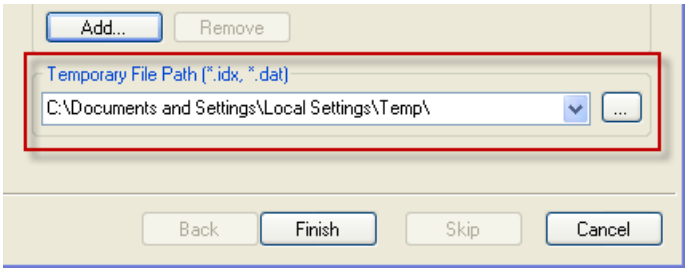

Figure 2-1: Temporary File Path selection

3. Click **Next**. The **Target Server Selection** page appears.

Data Wizard: Target Server Selection Page

Use the Target Server Selection page of the Data Wizard to enter the information to connect to the server running Microsoft Office SharePoint Server you are using as the target for your restored data. If you do not want to select a target at this time, click Skip.

To specify a server running Microsoft Office SharePoint Server as the target for restored data

1. In the **SharePoint Server Site URL** box, do one of the following:
   - Enter the URL of the server running Microsoft Office SharePoint Server you are using as the target.
   - Use the drop-down arrow to select a previously used target.

2. In the Authentication Information group, select one of the following:
    - **Connect using the current Windows credentials** to use Windows credentials of the currently logged-in user to access the web service.
    - **Connect as a different Windows user**, then enter the Username, Password, and Domain of that Windows user.
    - **Connect using Forms Authentication**, then enter the form credentials Username and Password.
3. Click **Next**.

Data Wizard: Agent for Content Transfer Service (ACTS) Selection page

Use the Agent for Content Transfer Service (ACTS) page of the Data Wizard to enter the information to connect to the server running Microsoft Office SharePoint Server you are using as the target for your restored data. If you do not want to select a target at this time, click Skip.

To specify a server running Microsoft Office SharePoint Server as the target for restored data

1. In the **Agent for Content Transfer Service Port Number** box, enter a valid port number to use the Agent for Content Transfer service.
2. In the **Authentication Information** group, select one of the following:
    - **Connect using the current Windows credentials** to use the credentials for Windows user currently logged in.
    - **Connect as a different Windows user**, then enter the Username, Password, and Domain of that Windows user.
3. ***If a User Principal Name is required for Kerberos authentication***, select **User Principal Name (UPN) required for Kerberos authentication** to enable the UPN box and enter the user name of the account running the agent for content transfer service on the server (example format: user@domain.local).
4. Click **Finish**.

Remote Blob Store Configuration (FILESTREAM Provider)

When you attempt to open a source, Ontrack PowerControls checks if Remote Blob Store (RBS) is enabled and if FILESTREAM is in use. If both are true, the Remote Blob Store Configuration dialog box appears, prompting you to select the RBS FILESTREAM files (filestream.hdr).

©2014 Kroll Ontrack Inc

To select the RBS FILESTREAM configuration files

1. On the Remote Blob Store Configuration dialog box, click **Add**.

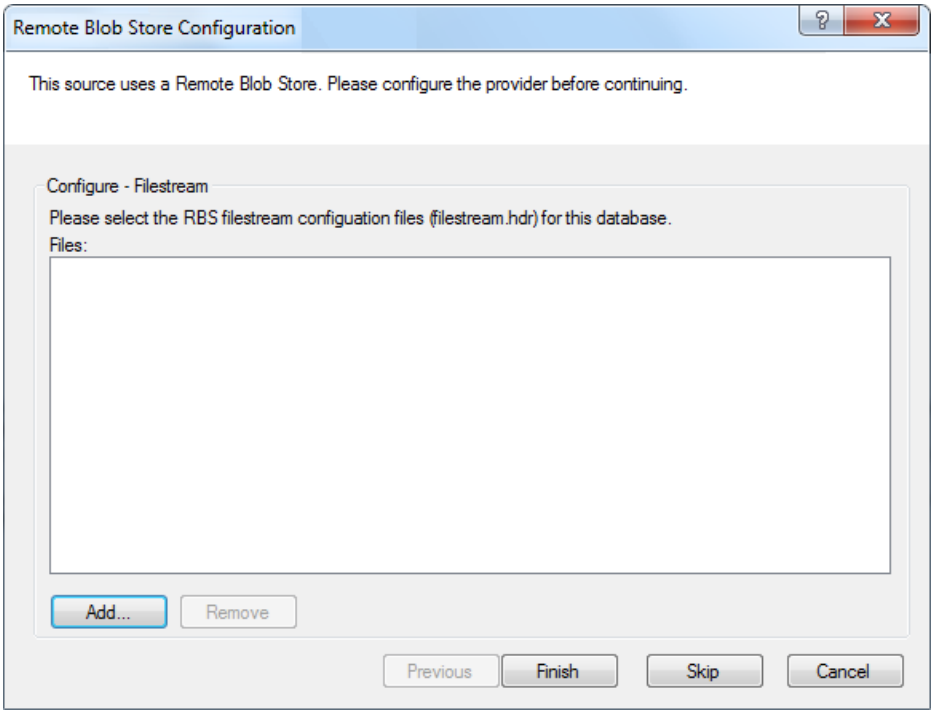

Figure 2-2: Remote Blob Store dialog box with FILESTREAM provider.

2. Use the **Choose configuration file** dialog box to select the RBS FILESTREAM files (filestream.hdr) for this database.
3. If you are using multiple providers, click **Next** on the Remote Blob Store Configuration dialog box and configure additional providers.

   Note: *You can remove a filestream.hdr from the Files box by clicking* ***Remove***.

4. Click **Finish**.

Remote Blob Store Configuration (Metalogix StoragePoint Provider)

When you attempt to open a source, Ontrack PowerControls checks if Remote Blob Store (RBS) is enabled and if Metalogix StoragePoint is in use. If both are true, the Remote Blob Store Configuration dialog box appears, prompting you to select the Metalogix StoragePoint server URL.

Note about the licensing agent: *The "Agent for Metalogix StoragePoint" must be enabled in order to restore data from an RBS provider. For more information, see "Enabling the Licensed Agents" in the Readme File.*

To configure the Metalogix StoragePoint server URL

1. On the Remote Blob Store Configuration dialog box, click **Add**.
2. In the **Metalogix StoragePoint server URL** box, do one of the following:
   - Enter the URL of the server that is running Metalogix StoragePoint.
   - Use the drop-down arrow to select a previously used target.

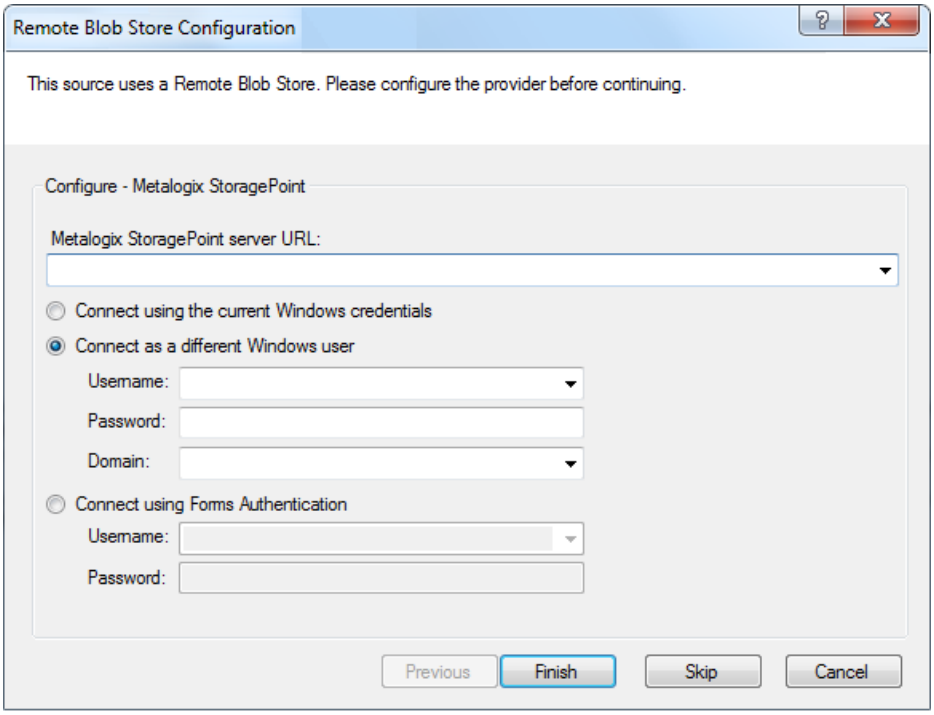

Figure 2-3: Remote Blob Store dialog box with Metalogix StoragePoint provider

3. Select one of the following:
   - **Connect using the current Windows credentials** to use Windows credentials of the currently logged-in user to access the URL.
   - **Connect as a different Windows user** to enter different Windows credentials than the currently logged-in user, then enter the Username, Password, and Domain of that Windows user.
   - **Connect using Forms Authentication**, then enter the form credentials Username and Password.
4. Click **Finish**.

Results of Data Wizard

When you complete the Data Wizard, the Source panes in the main window display a source content database (which contains an MDF file, 1 or more LDF files, and 0 or more NDF files) and the Target panes display a target server.

Important: If your source content database contains an NDF file, it must be included with the MDF file.

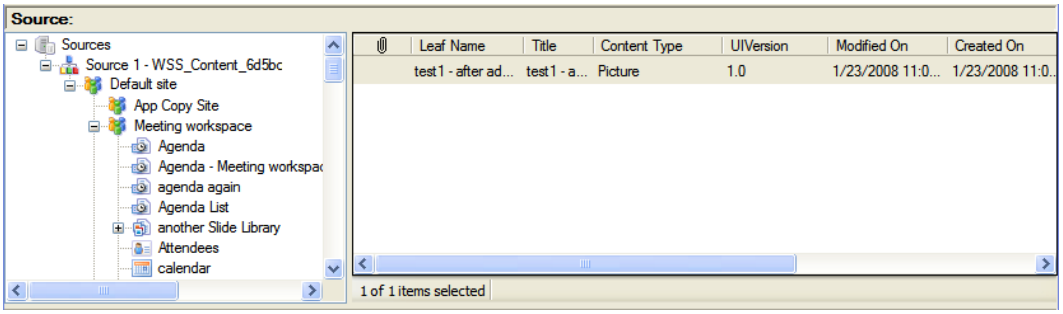

Figure 2-4: Source panes with a source content database

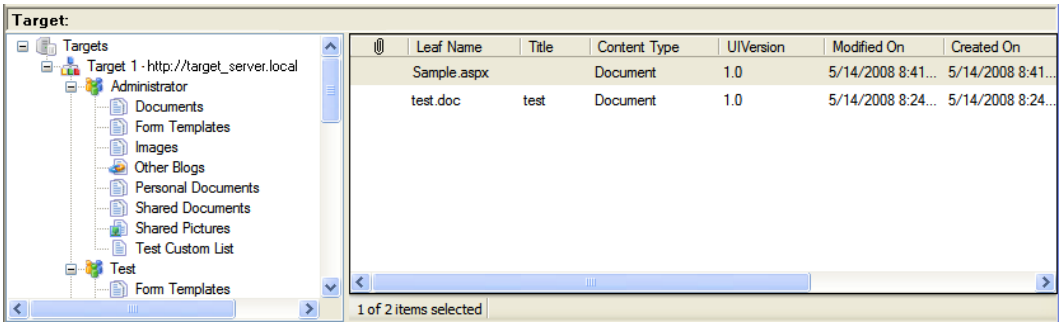

Figure 2-5: Target panes with a target server

Returning to the Data Wizard

When working in the main window you can return to the Data Wizard at any time.

To open the Data Wizard from the main window

- On the **File** menu, select **Use Wizard**.

Opening the Source Database and Target Servers from the Main Window

Instead of running the entire Data Wizard, you can access the Source Path Select page or the Target Server Selection page from the main window.

Opening Source or Target Files

You can access the Source Path Select page to open the source databases or the Target Server Selection page to open target servers from the main window. These two pages are identical to those on the Data Wizard, with the Next button replaced with a Finish button.

©2014 Kroll Ontrack Inc

To open a source file

1. Do one of the following:
   - On the **File** menu, select **Open Source**.
   - On the toolbar, click the **Open Source** icon .
   - Press **Ctrl+S**
   - Drag and drop a single MDF file into the source tree pane of the main window.
2. Complete the **Source Path Selection** page.
3. For information about how to complete the Source Path Selection page, see **"Data Wizard: Source Path Selection Page" on page 21**.
4. Click **Finish**.

Depending on your configurations, you may need to complete the Remote Blob Store Configuration dialog box. For more information, see **"Remote Blob Store Configuration (FILESTREAM Provider)" on page 23**.

To open a target

1. Do one of the following:
   - On the **File** menu, select **Open Target**.
   - On the toolbar, click the **Open Target** icon .
   - Press **Ctrl+T**
2. Complete the **Target Path Selection** page.

   For information about how to complete the Target Path Selection page, see **"Data Wizard: Target Server Selection Page" on page 22**.
3. Click **Finish**.

Opening the Source Database from the Command Line

In addition to using the Data Wizard or main window, a third method to open the source databases is with the command line.

To open the source database with the command line

1. Open the command line.
2. Type the location of the Ontrack PowerControls installation files, followed by **PC.SharePoint.exe**.
3. Append this with the temporary file path and/or the source file names as parameters.

- *Every source file name* must be prefixed with the keyword **-sourcefile** and bracketed within double quotes. The prefix and the file name must be separated with a space.
- *The temporary file path* must be prefixed with **-t** keyword and bracketed within double quotes. The prefix and the temporary file path name must be separated with a space.
- *If the database uses RBS FILESTREAM*, specify the location of the .hdr files prefixed with **-rbsfilestream** and bracketed within double quotes. The prefix and the file path name must be separated with a space.

4. Press **Enter**.
   - *If the "Show wizard on startup" box is selected on the Data Wizard*, Ontrack PowerControls opens the Data Wizard at the Welcome to the Data Wizard page. The command line content will appear on the Source Path Selection page when you navigate to that page.
   - *If the "Show wizard on startup" box is cleared on the Data Wizard*, Ontrack PowerControls opens the Data Wizard at the Source Path Selection page with the command line content displayed.

     Note: *In both cases, information entered from the command line appears on the Source Path Selection page.*
   - *If the -rbsfilestream prefix is used*, the specified files will appear in the Remote Blob Store Configuration dialog box during the source open process.

Note: *For more information, see* ***"Remote Blob Store Configuration (FILESTREAM Provider)" on page 23****.*

Opening Multiple Sources and Targets

You can display multiple sources in the Source pane and multiple targets in the Target pane. See the instructions for using the Data Wizard or the main window to open one source or one target at a time.

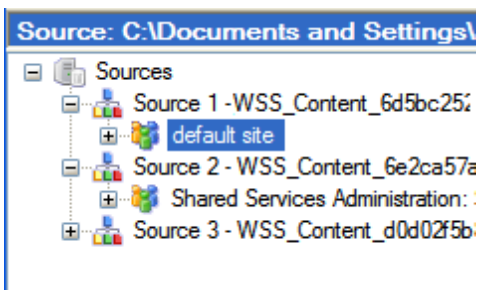	
Multiple Sources	Multiple Targets

Figure 2-6: Multiple sources can be displayed

Opening Items

You can view an item's metadata from the source list, target list, search results, or the Previous Versions window. You can then launch the file directly from the metadata window if that file is available (for example, items in a document library) and the native application of the file is installed on your computer. Attachments can also be viewed with the native application of the file.

You can also open a file directly from the main window without going through the metadata window. Only one item can be opened from the list at a time.

Note: *You can view the metadata of any type of item in the list. However, not every item can be launched because of the type of item, the availability of the file itself (for example, items in a document library), or the availability of the native application on your computer.*

Note: *Temporary files are created when file items are opened and then are cleaned out when Ontrack PowerControls is exited. However, any files still open in their native application when you exit are not cleaned out. If this temporary location ever becomes full, you will not be able to open items.*

To open an item's metadata

- In the Source or Target list, right-click an item and select **Open Item**, or highlight and select **Open Item** from the **File** menu. The item's metadata is displayed.

©2014 Kroll Ontrack Inc

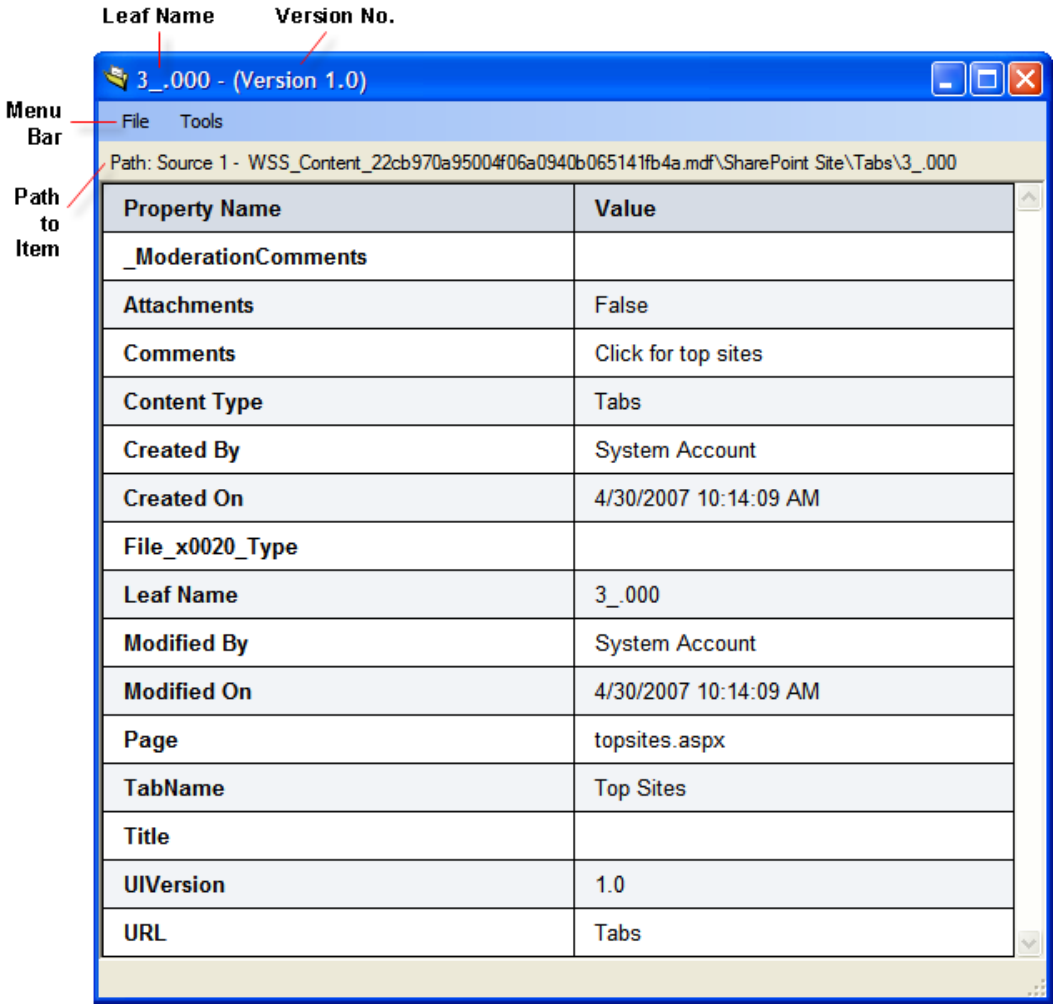

Figure 2-7: Metadata for an item

- The title of the window is the leaf name and the version number of the item.
- The path to the file is displayed below the menu bar.
- In source items, the File menu provides options to open or save attachments or open the file.
- The Tools menu, available only in source files, provides the option to view any previous versions of the file.
- In target items, the menu bar provides options to open or save attachments, or open the file.

Opening the File

After viewing the item's metadata, you can open the file directly from the Open Item metadata window if the Open File option is enabled. You can also open it from the main window.

©2014 Kroll Ontrack Inc

To open the file

- Do one of the following:
  - In the Source or Target list, right-click the item and select **Open File**, or highlight the item and select **Open File** from the **File** menu.
  - In the Open Item metadata window, select the **File** menu and select **Open File**.

  Note: *Files cannot be opened without the native application of the file being installed on your computer.*

  Note: *If the file is a ghost document and not the actual document in your site, it may not be available to open.*

Saving Attachments

A save attachments option is available on the File menu and the Attachments submenu of an open item. The Save Attachments dialog box lists the attachments for the selected item and lets you select the attachments you want to save.

To save attachments in an open item

1. In the list item with a paperclip icon, do one of the following:
   - On the **File** menu, select **Save Attachments**.
   - Right-click the item and select **Save Attachments** in the context menu.
2. In the **Save Attachments** dialog box, select one or more attachments.

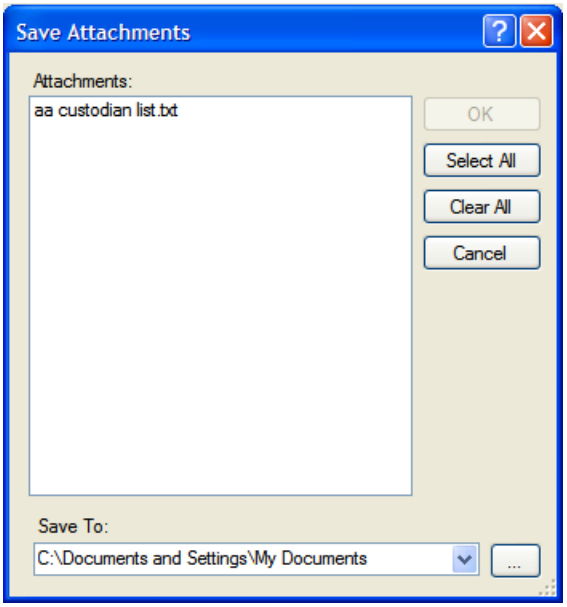

Figure 2-8: Save Attachments dialog box

3. To **Save To** a different location, click Browse (...).

4. In the **Browse For Folder** window, select a location for the attachment(s), and click **OK**.
5. Click **OK** in the **Save Attachments** dialog box.

Previous Versions in Source

You can open all previous versions of a source list item one at a time. These list items can be opened, copied, or exported, and the attachments can be saved.

To open previous versions of a list item

1. Do one of the following:
   - Highlight the list item, select the **Tools** menu, and select **Previous Versions**.
   - Highlight the list item, right-click and select **Previous Versions**.
2. In the **Previous Versions** window, open the item's metadata, open file, copy, or export any item by using the menu or right-clicking the item. **Save Attachments** is enabled on items containing an attachment.

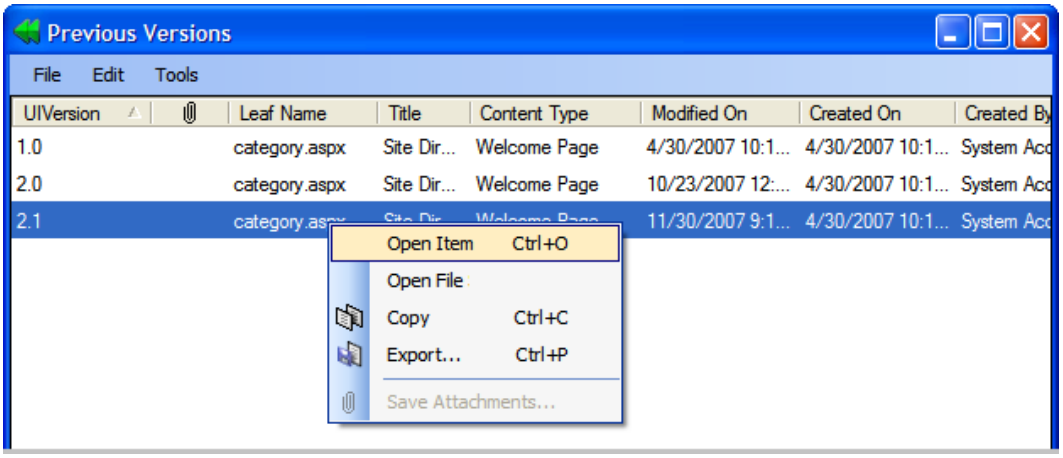

Figure 2-9: Previous versions of a source item

Note:

- See **"Restoring Microsoft Office SharePoint Server Data" on page 47** for exporting instructions.
- See **"Saving Attachments" on page 41** for instructions on saving attachments.
- See **"Restoring Microsoft Office SharePoint Server Data" on page 47** for copying instructions.
- SharePoint only stores the attachments of the most recent version of an item. If an attachment of a previous version is removed, it will not be shown in the Previous Versions dialog.

Closing Sources and Targets

You can close sources and targets from the main window.

To close a source

1. In the Source pane, select a source content database file.
2. Do one of the following:
   - On the **File** menu, select **Close Store**.
   - Right-click the selection, and on the context menu, click **Close Store**.
   - Press **Ctrl+L**

To close all stores

- Do one of the following:
  - In the Source or Target pane, right-click the root node, and click **Close All Stores**.
  - On the **File** menu, select **Close All Stores**.

To close a target

1. In the Target pane, select target server file.
2. Do one of the following:
   - On the **File** menu, select **Close Store**.
   - Right-click the selection, and on the context menu, click **Close Store**
   - Press **Ctrl+L**

©2014 Kroll Ontrack Inc

Chapter 3: Searching on Microsoft Office SharePoint Sources

Overview

The Find in Sources window enables you to search source content databases for items that are defined by such criteria as keywords, creators and modifiers, and item creation and modification dates. In addition, this window lets you define the scope of your search: in one or more content databases, sites, lists, folders, or even previous search results.

Guidelines for Using the Find Window

The following guidelines will assist you in your search and analyzing the results.

- Ontrack PowerControls can search multiple content databases at the same time. In the **Find in Sources** window, click **Browse** and you will see a tree view of all of the open source data stores. You can then select multiple sites or folders to include in your search.
- Previous versions of an item are not searched.
- Only a single search window can be open at a time.
- The **Find Now** button only becomes available if *at least one* of the following conditions is met:
  - No search is in progress.
  - All items or a specific item type is selected in the **Search for item type** OR **Custom item types** is selected and the custom item type box contains at least one character.
  - The **Search for words** or **Exclude words** box contains at least one character.
  - The **Created by** box contains at least one character.
  - The **Modified by** box contains at least one character.
  - The **Created after** or **Created before** check box is selected.
  - The **Modified after** or **Modified before** check box is selected.
- Each **Search in** drop-down selection that you select is run as a separate query, and the results of the query are combined (that is, OR'd together). For example, if you enter "solution" in the **Search for words** box, and then select the **Item Data and File Data** option, Ontrack PowerControls will return items that contain "solution" in either the item data or file data.
- If you don't specify the **Search for words** or **Exclude words**, all items will be returned as hits unless other criteria are provided.

Searching Sources

You can use the Find in Sources window to search single or multiple databases and perform actions on the search results.

You can open, copy, export items, or save attachments on search results.

Opening the Find in Sources Window

In the source tree view pane, selecting the sources node, source node, site, list, or folder you want to search enables the Find submenu and the Find icon in the toolbar. The item(s) you select defines the scope of your search.

To open the Find in Sources window

1. Select the item you want to search.
2. Do one of the following to open the Find in Sources window:
   - Click **Find** in the toolbar. The name of the folder you selected appears next to the **Search in** box
   - Right-click the folder and click **Find**
   - On the **Tools** menu, select **Find**
   - Press **F3**.

   Note: *The first time you search for an item, the* ***Search in*** *option is automatically selected. For information on using the* ***Search in results*** *option, see* ***"Searching Within Results" on page 40***.

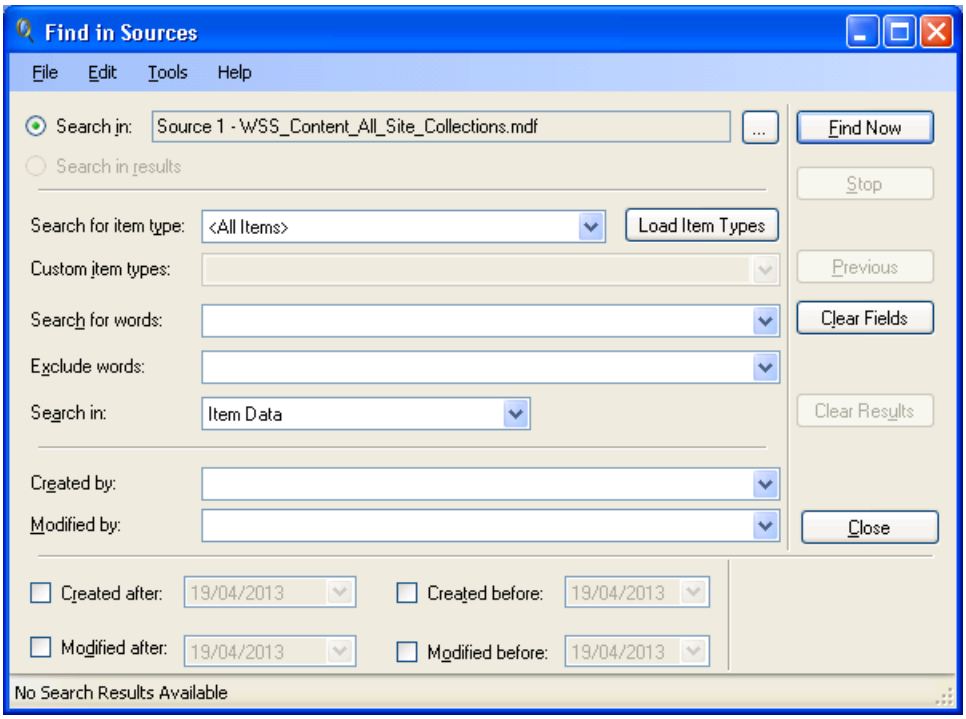

Figure 3-1: The Find in Sources window

3. To search multiple sites, lists, or folders, click Browse (...) next to the Search in path. In the Select Location(s) window, select the items you want to search.

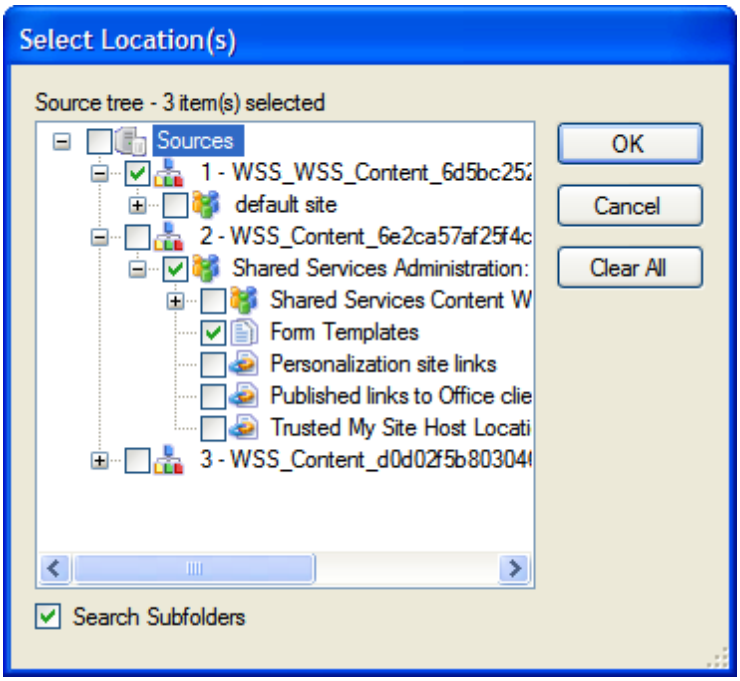

Figure 3-2: You can select multiple data stores to search.

Note: *If you select the Search Subfolders check box, Ontrack PowerControls includes subfolders in the search.*

4. Click **OK** to return to the Find in Sources window.

   In the following illustration, the Search in box now displays "Multiple locations selected."

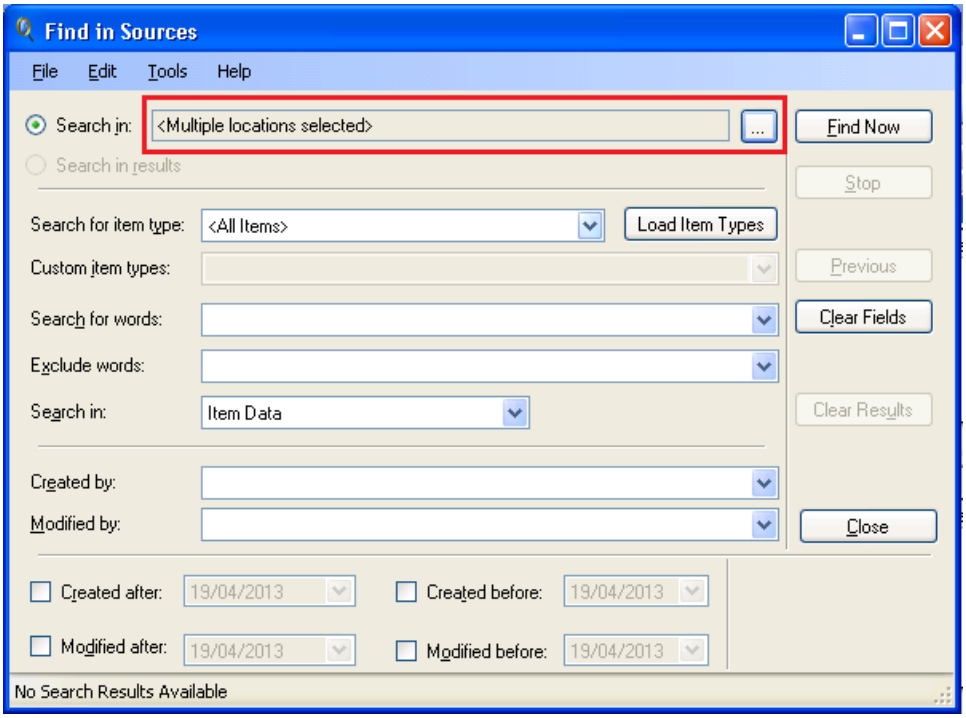

Figure 3-3: Result when multiple items are selected

Selecting the Item Type(s)

The Search for item type drop-down list initially provides two options, All Items and Custom. The entire list of possible item types can be lengthy. If you want to search all items or enter in your own custom items, you can bypass this list. However, if you want to select item types from the list, you can click the *Load Item Types* button and the entire list populates the Search for item type drop-down list.

To select the item types

- In the **Search for item type** box, do one of the following:
  - **All Items:** Leave **All Items** as the default if you want to search all items in the Microsoft Office SharePoint Server source, OR
  - **Custom:** Select **Custom** in the drop-down list to manually enter item types in the Custom item types box you want to be searched, separated by a comma, OR
  - **Load Item Types button:** If you have used the Load Item Types button, the list will contain all of the item types present in the source databases. You can select the specific type for which you are searching.

Note: *If another source is searched and the Load Item Types button is clicked, those item types are added to the drop-down list.*

Narrowing the Scope of the Search

You can narrow down the scope of your search by entering keywords to search for and enter any keywords that should be excluded. You can select what type of data to search in: Item Data; Item Data and File Data; or Item Data, File Data, and Attachments.

To narrow the search down further, you can enter the person who created the item and/or the person who modified it at some point. You also have the option of searching within a certain range of dates.

1. In the **Search for words** box, enter one or more words or phrases if you want to execute a keyword search. Keep in mind the following points:
   - Put a space between words or phrases to perform an AND operation (that is, all words must be matched in order to include an item with the search results).
   - Put a comma between words or phrases to perform an OR operation (that is, only one of the words must be matched in order to include an item with the search results).
   - Put quotation marks around word phrases (that is, the exact phrase must be matched in order to include an item with the search results).

     Example:

     Search for words: dog cat mouse, rat

     Search results: Items that contain ["dog" AND "cat" AND "mouse"] OR ["rat"] are included in the search results.
2. In the **Exclude words** box, enter words or phrases if you want to perform a NOT operation. If matched, these words or phrases will exclude the item from the search results. The rules for using spaces, commas, and quotation marks apply when excluding words from a search.

   Example:

   Search for words: dog cat mouse, rat

   Exclude words: bird

   Search results: Items that contain ["dog" AND "cat" AND "mouse"] OR ["rat"] BUT NOT ["bird"] are included in the search results.
3. In the **Search in** box, select one of the following from the drop-down list: **Item Data**; **Item Data and File Data**; or **Item Data**, **File Data**, and **Attachments**.

©2014 Kroll Ontrack Inc

Note about searching within file data or attachments: Ontrack PowerControls does not search within archive file types such as .zip or .rar files. For more information, see **"Searching Within File Data or Attachments" on page 42**.

4. In the **Created by** and **Modified by** boxes, enter the appropriate names, if desired. The rules for using spaces, commas, and quotation marks apply when using the **Created by** and **Modified by** boxes.
5. For **Created after** and **Created before or Modified before** and **Modified before**, select the appropriate check box, if desired. You may select both check boxes. Then type or select the part of the date you want to change.
   - **Created after**: Searches for items created on or after the selected date.
   - **Created before**: Searches for items created on or before the selected date.
   - **Modified after**: Searches for items modified on or after the selected date.
   - **Modified before**: Searches for items modified on or before the selected date.
6. When you have finished specifying the search criteria, click **Find Now**. The results of your search appear in the item list.

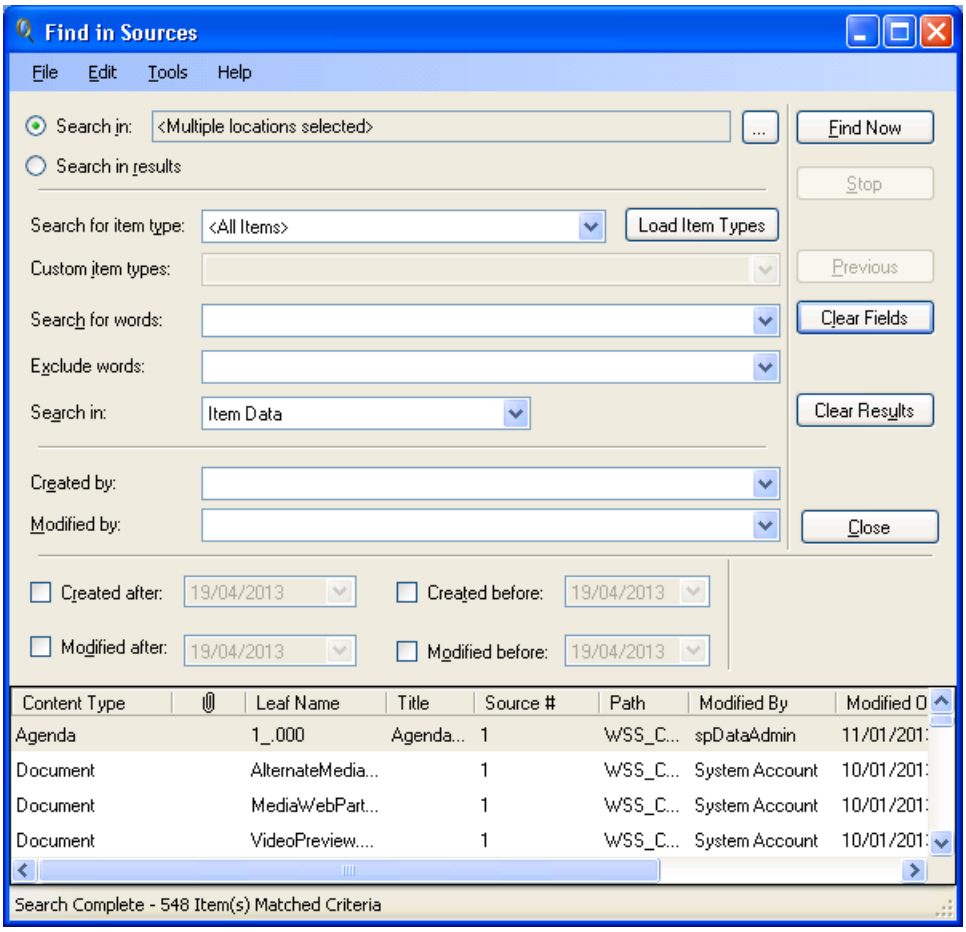

Figure 3-4: Find in Sources window with results

Searching Within Results

The Search in results option lets you refine the search process using the previous search results.

To search within results

1. To make the **Search in results** option available, you must perform at least one search.
2. Modify the search criteria as desired. For information on specifying search criteria, see **"Searching Sources" on page 35**.
3. Select the **Search in results** option at the top left of the **Find in Sources** window.
4. Click **Find Now**. The results of your new search appear in the item list.

Using the Find Results

Using the Find results shortcut menu, you can:

- Open an item's metadata
- Open the file in the Search Results
- Copy and paste content
- Export an item
- Save attachments
- View previous versions of an item

Opening an Item's Metadata

You can open the metadata of an item in the search results by right-clicking the item and selecting Open Item or selecting the item and selecting Open Item from the File menu. Only one item at a time can be opened from the list.

For more information, see **"Opening Items" on page 29**.

Opening the File in the Search Results

If the item is available (that is, items in a document library) and has an associated application on your computer, the Open File option is available in the context menu or the menu bar. If the item does not have an associated application, (for example, contact, announcement, calendar, and so on), the Open File option is not available.

You can also open the file from the Open Item metadata window. For more information, see **"Opening the File" on page 30**.

©2014 Kroll Ontrack Inc

Copying and Pasting Content

You can copy content from the search results list and paste them into a target. To copy and paste the whole list, under the Edit menu, select Select All or right-click the list and select Select All, then Copy.

For more information, see **"Restoring Microsoft Office SharePoint Server Data" on page 47**.

Exporting an Item

The Export feature allows you to copy individual or multiple items from the Find in Sources window to a local or network drive destination.

For more information, see **"Exporting Microsoft Office SharePoint Server Data" on page 44**.

Saving Attachments

You can save any attachment of items that appear in the search results to the destination of your choice.

Previous Versions

By right-clicking a find result item, the context menu has Previous Versions enabled if that item has previous versions associated with it. If Previous Versions is disabled, there are no previous versions of that item. This option is also available in the Tools menu.

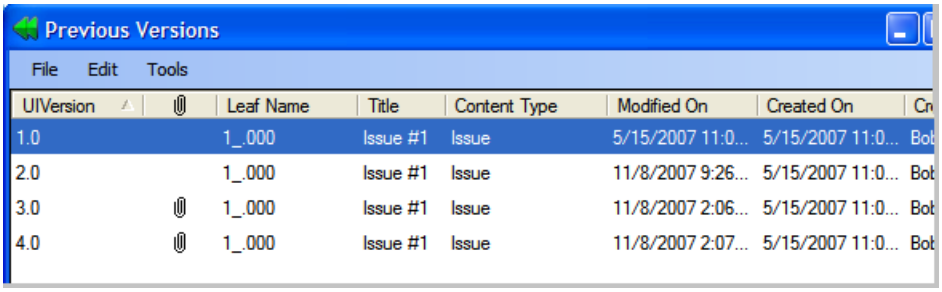

Figure 3-5: Previous versions of the item

When copying items, previous versions of the item are also copied.

For more information, see **"Previous Versions in Source" on page 32**.

Viewing Previous Search Results

You can click the Previous button multiple times to return to any previous search criteria and search results. This button becomes unavailable when there are no more previous results.

To view previous search results

1. Perform at least two searches so the **Previous** button becomes available.
2. Click **Previous**. The results of the previous search appear in the in the item list.
3. You can now view the previous search, or you can modify the search criteria and conduct a new search. For information on specifying search criteria, see **"Searching Sources" on page 35**.

Clearing Fields and Results

If you click the Clear Fields button, all of the search criteria that you entered in the Find in Sources window are returned to the default settings. If you click the Clear Results button, all current and past search results are cleared.

Searching Within File Data or Attachments

In the Find in Sources window, you can search the text of file data or attachments. The searching within a file or attachments feature supports Unicode text and is available for MDF, NDF, and LDF sources. Ontrack PowerControls supports Microsoft® Office documents and many other file types. For a list of supported file types, see the FAQs at www.ontrackpowercontrols.com/support/product-support/.

Note about the licensing agent: *The "Agent for Advanced Searching for SharePoint" must be enabled in order to search file data or attachments. For more information, see "Enabling the Licensed Agents" in the Readme File*.

To search within files and/or attachments

1. In the **Find in Sources** window, select **Item Data and File Data** or **Item Data, File Data, and Attachments** from the **Search in** drop-down list.
2. Specify other desired search criteria. For more information, see **"Searching Sources" on page 35**.
3. Click **Find Now**. If Ontrack PowerControls matches a keyword or phrase in the text of the file or attachment, it will return a "Hit" just as it would if it found a keyword or phrase in the metadata of an item.

Exceptions When Searching Within File Data or Attachments

Ontrack PowerControls does *not* search for the following items:

- Archive files (for example, .zip, .rar)
- Binary files (for example, .dll, .exe, .jpg)
- Metadata associated with files (for example, author and company information in an .xls file)

©2014 Kroll Ontrack Inc

Restoring Items from the Find in Sources Window

The results of conducting a search appear in the item list in the Find in Sources window. You can restore the items in this list by dragging them or copying and pasting them into the target folder.

You can also restore items by browsing in the main window and dragging and dropping or copying and pasting from the main window to the target. You do not need to search to restore items. For more information, see **"Restoring Microsoft Office SharePoint Server Data" on page 47**.

©2014 Kroll Ontrack Inc

Chapter 4: Exporting Microsoft Office SharePoint Server Data

Overview

You can export data from a content source file to a local or network drive destination.

Guidelines for Exporting Items

The following guidelines will assist you in exporting items.

- The file name for an exported item is its leaf name. A duplicate leaf name creates a file with the same name but with an (x) appended to the filename: x = 1 for the first duplicate, x = 2 for the next duplicate, and so on.
- You must have access rights to the target location of the exported item.
- Single or multiple items can be exported from the list view
- Single or multiple items can be exported from the tree view.
- Sub-items can be exported if the export is initiated from the tree view. This includes sites, lists, or folders underneath the selected tree node.
- You have the option to maintain the path to the item when the export is initiated from the list view. This creates a path including all the sites, lists, and folders up to and including the item name.
- When exporting a site, list, or folder from the tree view, a file system folder will be created based on the node name.

Exporting List Items

The following instructions show you how to export a list item or multiple items from the Source pane in the main window to a designated location. Items can be exported at a site, list, or folder level.

To export a list item

1. In the Source pane, select the list item(s).
2. Do one of the following to start the Export Wizard:
   - On the **Tools** menu, select **Export**.
   - On the toolbar, click the **Export** icon .

- Right-click the item, and on the shortcut menu, click **Export**.
- Enter **Ctrl+P**.

3. To maintain the message path(s) of the exported list item(s), leave the default setting of the selected **Maintain message path** check box. Clear the check box if maintaining the message path is not desired.

   Note: *This option creates the path of all the sites, lists, and folders up to and including the item name.*

4. In the **Export To** box, specify the location for the exported file.
5. Click **Finish**. The **Export Progress** window appears.

   Note: *Attachments of items cannot be exported. To retrieve attachments, use the Save Attachments option.*

   Note: *If the same item is exported twice to the same location, a number is appended to the title to give it a unique name. For example, if Sample File.doc is exported to c:\export path\ and another file with the same name already exists, it is exported as c:\export path\Sample File(1).doc.*

To export a site or list

1. In the Source pane, select the site.
2. Do one of the following to start the Export Wizard:
   - On the **Tools** menu, select **Export**.
   - On the toolbar, click the **Export** icon .
   - Right-click the site or list, and on the shortcut menu, click **Export**.
   - Enter **Ctrl+P**.

   Note: *The topmost node of the Export Wizard is selected. If the site you are exporting contains more than one level of child nodes and items, only the first level appears in this list and can be exported.*

3. In the **Choose Export Items** pane, select the node(s) to be exported. The following options are available:
   - Leave every check box selected and export everything. Selecting the topmost node check box automatically selects all child nodes.
   - Clear the child node check boxes using the **Clear All** button and export selected items only.
   - Select the **Choose All** button to select all items in the tree.

   Note: *Clearing a child node automatically clears the topmost node check box. However, individual child items can be selected and exported.*

4. Leave the **Export sub-nodes** check box selected if you want them exported as well or clear it to exclude them.

   Note: *If the topmost node is selected under "Choose Export Items" and "Export sub-nodes" is selected, all child nodes (and their sub-nodes) will be exported regardless of their selection status*

5. Click **Next**. The second page of the Export Wizard appears.
6. Select the **Export To** destination and click **Finish**. The **Export Progress** report appears.

To export an item or folder

1. In the Source pane, select the item or folder.
2. Do one of the following to start the Export Wizard:
   - On the **Tools** menu, select **Export**.
   - On the toolbar, click the **Export** icon .
   - Right-click the item, and on the shortcut menu, click **Export**.
   - Enter **Ctrl+P**.

   If the item selected for export contains sub-items, the first page of the Export Wizard appears.

   If the item selected does not contain any sub-items, the second page of the Export Wizard appears.
3. Select the **Export To** destination and click **Finish**. The **Export Progress** report appears.

   This report can be printed or saved to your local hard drive.

Chapter 5: Restoring Microsoft Office SharePoint Server Data

Overview

This section describes how to restore your content (list items, lists, folders, and sites) to a live Microsoft Office SharePoint Server and provides guidelines and important notes for restoring each type of data to its desired destination.

Items can be copied from multiple locations: the tree view list and folder, the source list, the Previous Versions window, and the Find in Sources search results list.

General Guidelines for Restoring Microsoft Office SharePoint Server Data

The following guidelines will assist you in restoring Microsoft Office SharePoint Server data. See more specific guidelines for restoring each type of data: list items, lists, folders, and sites.

- Lists can only be copied to sites.
- Folders can only be copied to lists or folders.
- List items can only be copied to lists or folders.
- Folders and items can only be copied to lists that support the correct content type.
- Duplicate source items cannot be copied unless the duplicate checking is turned off in Preferences. Microsoft Office SharePoint Server does not allow duplicate items in the target. You will be prompted to overwrite duplicates.
- Security attributes including Author, Last Updated By, and Checked Out By may not match on the source and the target. If the information does not match, the author/editor information of the parent is inherited.
- Alerts associated with lists, folders, and items are not copied over as user accounts are not synchronized between the two sites.
- If an item is checked out in Microsoft Office SharePoint Server, the copy function does not retain the checked out state of the item.
- Discussion items cannot be copied to the root of a Discussion.
- Discussion folders cannot be copied to other Discussion folders.
- Content Organizer rules for Microsoft Office SharePoint Server 2010 will be copied. The copy will not enable the content organizer feature on the target site if it was not enabled. The rules will not work unless the content organizer feature is enabled.

- Items copied to a site with Content Organizer rules in Microsoft Office SharePoint Server 2010 will not be subjected to the content organizer rules on the target site.
- Document IDs are not preserved during a copy when restoring data. New document IDs are created on the target. As a result, blogs, comments, and posts may no longer be linked when copying items.
- Items with legal holds placed on them in Microsoft Office SharePoint Server 2010 do not preserve the legal hold information when restoring data. The new item will not have a legal hold after the data is restored.
- Items may have changes to the metadata after being copied; for example, a picture file may receive an EXIF header during the import.
- For some Microsoft Office SharePoint Server 2007 list types, the Content Type column on the target may be empty after the copy.
- Source data with classic user information cannot be copied to Microsoft Office SharePoint Server 2007 or 2010 target servers operating in claims-based or forms-based authentication mode for targets prior to Microsoft Office SharePoint Server 2010 with the April 2011 Cumulative Update.
- Source data with claims-based or forms-based user information cannot be copied to Microsoft Office SharePoint Server 2007 or 2010 target servers operating in classic authentication mode for targets prior to Microsoft Office SharePoint Server 2010 with the April 2011 Cumulative Update.
- Ontrack PowerControls cannot copy Microsoft Office SharePoint Server source data to Microsoft Office SharePoint Server targets running an older Microsoft Office SharePoint Server version or experience.
- Ontrack PowerControls cannot copy lists, sites, or site collections from an older version or experience of Microsoft Office SharePoint Server to a Microsoft Office SharePoint Server 2013 experience. Copying individual items or folders is supported.
- Ontrack PowerControls cannot copy a FastSearchCenter site to a Microsoft Office SharePoint Server 2013 experience, since the template is not available.
- On Microsoft Office SharePoint Server 2010 SP1 and 2013, user accounts from domains inaccessible from the target are not preserved. Microsoft Office SharePoint Server automatically resets the permissions to the system account. Prior to any copying, the domains should be configured in a trust relationship.
- On Microsoft Office SharePoint Server 2010 SP1 and 2013, user accounts belonging to claims providers that are not configured on the target are not preserved. Microsoft Office SharePoint Server automatically resets the permissions to the system account. Prior to any

copying, claims providers should be configured to have the same users as the source. The membership provider name must also match the source.

- Ontrack PowerControls may copy the wrong site content type definition when copying a site collection or site containing a list with a custom content type defined by more than one feature. If the last activated feature is currently deactivated, Microsoft Office SharePoint Server will keep the content type in the list of site content types (even though the feature where it is defined is no longer active). However, if this site is then backed up and copied with Ontrack PowerControls, the content type definition copied to the target will be the one defined by the still activated feature. It is recommended that after copying the site, you activate the deactivated feature where the correct content type is defined.
- When coping an item or folder to a target list with unique value constraints on a content column, if the values in the content column data match a value already contained in the target list, the item will not copy. An error appears in the Copy Progress dialog box for the column data that is not unique.
- When copying sites, special lists included in the site template (such as Pages, Images, Sites, Holds, and so on) preserve their default settings on the target.
- When copying a site with unique master page, the default Look and Feel of a Microsoft Office SharePoint Server 2013 site is applied. To restore the original master page Look and Feel, have your Microsoft SharePoint Administrator add the master page to the Master Page Gallery list and change the master page in Site Settings.

  Note: *The master page should be prepared for Microsoft Office SharePoint Server 2013. Also, all files referenced in the master page file must exist on the target.*

- For Microsoft Office SharePoint Server 2013, when copying lists containing lookup field references, and the lookup references point to a list that does not exist on the target, the list will not function correctly. When browsing to the copied list, a 'File Not Found' error appears. To correct, manually remove the lookup field reference columns from the copied list.

  Note: *Lookup field references are created when adding a lookup column (through List Settings) and checking any of the Additional Fields columns associated with the lookup list.*

- Summary links columns do not function correctly after a list is copied if the target does not have the 'Workflows' site collection feature activated. Attempting to edit any copied items displays an XSLT error. Enabling the 'Workflows' site collection feature resolves the issue.

  Note: *Summary Links columns can only be added to Issue Tracking lists.*

- Managed Metadata columns do not function correctly if an object is copied to an alternate Microsoft Office SharePoint Server (not the original server). Copying Managed Metadata columns to different sites or site collection within the same server does function correctly because the Managed Metadata associated with the column is stored in a separate database specific to a particular server. This information is not contained within the source database and cannot be transferred by Ontrack PowerControls.
- For Microsoft Office SharePoint Server 2013, copied lists may be added to a site's quick links.
- Lists that contain multiple indexed fields cannot be copied with Ontrack PowerControls. Attempting to copy a list that has multiple columns indexed results in an error message in the Copy Progress window.
- Copying sites to a Microsoft Office SharePoint Server 2013 target may produce duplicate "Site Contents" links in the site's "Current Navigation" pane.
- A Microsoft Office SharePoint Server 2013 'Developers Site' may contain an additional 'Microfeed' list and have the 'Site Feed' feature activated when copied with Ontrack PowerControls.
- A Microsoft Office SharePoint Server 2013 'Composed Looks' site setting list may contain duplicate items when copied using Ontrack PowerControls.
- "Pages" item types may switch their content type when copied using Ontrack PowerControls (metadata is preserved). In this scenario, the content type becomes the default content type for the list. For example, the content type on the source would be "Welcome Page," but after a copy the content type would be "Page."
- When "Allow any content type" content type is added to the list, content type of copied items will be changed to Unknown Document Type (but all metadata will be preserved).
- When "View Properties" is selected on items in a Pages List that have been copied using Ontrack PowerControls, some properties may appear twice.
- Folders may not have their created and/or modified date preserved when copied.
- When copying an item with moderation status (or approval status) of 'Pending', the author and editor are updated to "System Account".
- The moderation status (or approval status) of a folder is not retained. The status of a folder that has been copied is always 'Approved'.
- When copying documents with multiple versions, you must use the Library (or List) Settings to enable versioning in a library prior to the copy for the document versions to be retained.
- To copy a folder to a list, the "Make 'New Folder' command available" option must be set to Yes in the Library (or List) Settings > Advance settings for that list.

©2014 Kroll Ontrack Inc

- To view the Posts and Comments lists' items in the default view when copying a Blog site, recreate the view by clicking "Create view" on the Library Settings page.
- For the approval status of an item or folder to copy correctly, you must set the Content Approval to Yes in the Library (or List) Settings > Versioning setting for that list.
- Do not copy Record Routing list from Record Center from Microsoft Office SharePoint Server 2007 to 2010 or 2013 as this list has been deprecated and its intended functionality will change. Have your Microsoft SharePoint Administrator manually convert the Record Routing list's items to new Content Organizer Rules.

  Note: *With Microsoft Office SharePoint Server 2013, the Holds and Hold Reports lists are not displayed after the copy.*
- When copying items between libraries, Ontrack PowerControls checks if the Document Template Path exists on target when creating new document in the library. If it does not, Ontrack PowerControls deletes the Document Template Path from export so items can be copied without errors.
- When copying items to Microsoft Office SharePoint Server 2010 and 2013 targets, set the Content Approval to No in the Library (or List) Settings > Versioning setting for that particular list to avoid loss of version numbers and moderation status changes. Content Approval can be set to Yes after the copy.

Guidelines for Copying to Recurring and Non-Recurring Meeting Workspaces

The following guidelines will assist you in copying Microsoft Office SharePoint Server data to recurring and non-recurring meeting workspaces.

- If copying items to a non-series library list (for example, Document Library, Slide Library, Picture Library, and so on):
  - Only meeting instance folders can be copied to the root of the list, and the instance ID of the meeting instance folder being copied must match one of the instance IDs in the target meeting workspace.
  - No other folder or item can be copied to the root of the list.
- If copying to a non-series list other than a library list (for example, Announcements, Tasks, Contacts, and so on), the items being copied must match the meeting recurrence criteria on the target.
- If copying to a non-series discussion board:
  - If copying a discussion topic, the recurrence criteria of the topic must match the target meeting recurrence criteria.

- If copying a discussion item, the item's recurrence criteria must match the recurrence criteria of the discussion topic on the target.

- A target list containing series items has the same constraints as any other list (for example, content type match, checked out state, duplicate items, etc.).
- When copying a library list from a recurring meeting workspace into another site that is not a meeting workspace, the same constraints apply (for example, content type match, checked out state, duplicate items, etc.).
- Copying a list from a recurring meeting workspace to a non-recurring meeting workspace is not allowed unless the list is a series list.
- Copying a list from a non-recurring meeting workspace to a recurring meeting workspace is not allowed unless the list is a series list.

Agent for Content Transfer Service

The Ontrack PowerControls Agent for Content Transfer service (ACTS) must be running on the Microsoft Office SharePoint Server in order to restore content to a specific site. The Ontrack PowerControls Agent for Content Transfer service can be started or stopped using the Services management console or command line.

To start the Ontrack PowerControls Agent for Content Transfer service with the Services management console

1. Click **Start**, then select **Run**.
2. In the Run dialog box, type **services.msc** and click **OK**.
3. In the Services window, do one of the following:
   - Double-click **Ontrack PowerControls Agent for Content Transfer**. On the General tab of the Ontrack PowerControls Agent for Content Transfer dialog box, click **Start**.
   - Right-click **Ontrack PowerControls Agent for Content Transfer** and select **Start**.
   - Select **Ontrack PowerControls Agent for Content Transfer** and click **Start** in the left column.
   - Select **Ontrack PowerControls Agent for Content Transfer** and click **Start Service** in the tool bar.
4. Verify that the **Ontrack PowerControls Agent for Content Transfer** service has started by refreshing the Services window.

To stop the Ontrack PowerControls Agent for Content Transfer service with the Services management console

1. Click **Start**, then select **Run**.
2. In the Run dialog box, type **services.msc** and click **OK**.
3. In the Services window, do one of the following:
   - Double-click **Ontrack PowerControls Agent for Content Transfer**. On the General tab of the Ontrack PowerControls Agent for Content Transfer dialog box, click **Stop**.
   - Right-click **Ontrack PowerControls Agent for Content Transfer** and select **Stop**.
   - Select **Ontrack PowerControls Agent for Content Transfer** and click **Stop** in the left column.
   - Select **Ontrack PowerControls Agent for Content Transfer** and click **Stop Service** in the tool bar.
4. Verify that the **Ontrack PowerControls Agent for Content Transfer** service has started by refreshing the Services window.

To start the Ontrack PowerControls Agent for Content Transfer Service with the command line

1. Click **Start**, then select **Run**.
2. In the Run dialog box, type **cmd** and click **OK**.
3. In the command line, type **net start "Ontrack PowerControls Agent for Content Transfer"** and press **Enter**.
4. Type **net start** to view a list of services running and verify that the **Ontrack PowerControls Agent for Content Transfer** service is included.

To stop the Ontrack PowerControls Agent for Content Transfer Service with the command line

1. Click **Start**, then select **Run**.
2. In the Run dialog box, type **cmd** and click **OK**.
3. In the command line, type **net stop "Ontrack PowerControls Agent for Content Transfer"** and press **Enter**.
4. Type **net start** to view a list of services running and verify that the **Ontrack PowerControls Agent for Content Transfer** service is absent.

Duplicate Checking

When copying and pasting Microsoft Office SharePoint Server data, two different types of duplicate checking are performed:

- **Lists, Folders, and Document Library files:** Duplicate checking checks the item's filename or Leaf Name. If the target list contains an item that has the same name, you are prompted with the option to overwrite.
- **Items:** Items are flagged as duplicates if they are copied from a source that is the backup of the target and you are attempting to copy the item to the same location.

If a list is copied to another site with the same list, the contents of the source are added to the target list. The properties of the source list does not overwrite the target list.

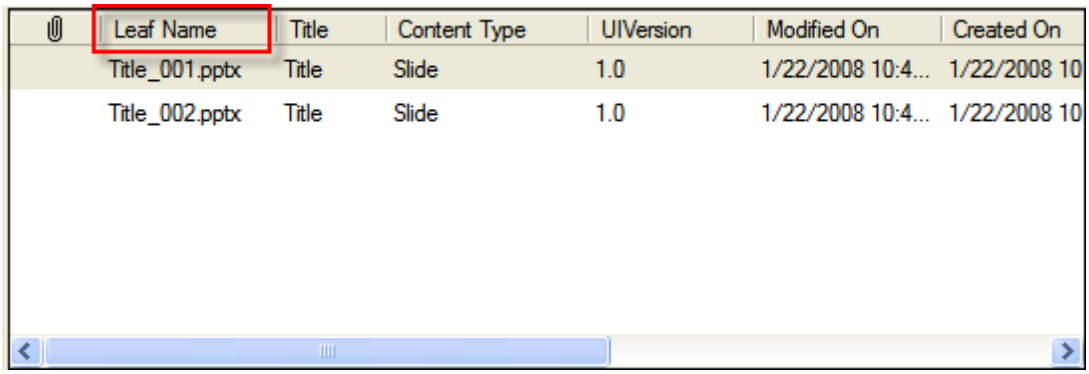

Figure 5-1: Leaf Name is used for checking duplicates in Lists, Folders, and Document Library files

If a duplicate is found, an overwrite confirmation message appears.

Feature Not Found

The Feature Not Found dialog box appears if a feature used by a source site is not found on the target site; for example, when copying from a previous version of Microsoft Office SharePoint Server to a more recent version, the feature may longer be available.

If a feature is not found, your options are as follows:

If you want to:	Click this:
Continue copying the site without the missing feature and be alerted if other missing features are detected during this copy session.	**Yes**
Continue copying the site without any missing features.	**Yes to All**

If you want to:	Click this:
Skip the copying of the site and be alerted if another missing feature is found while copying another site during this copy session.	**No**
Skip the copying of all sites with missing features during this copy session.	**No to All**
Close the Feature Not Found dialog box and end the copy session.	**Cancel**

Overwrite Confirmation

The Duplicate Item dialog box appears if duplicate items are found during the copy/paste process and the "Check for duplicates during copy" option is selected on the Preferences dialog box (Edit menu > Preferences command).

If a duplicate is found, your options are as follows:

If you want to:	Click this:
Overwrite the duplicate item. Overwriting the items causes the existing duplicate item to be deleted and the new item copied in its place.	**Yes**
Overwrite all duplicate items.	**Yes to All**
Rename the duplicate item.	**Rename**
Rename all duplicate items.	**Rename All**

If you want to:	Click this:
Avoid overwriting or renaming the duplicate item. Clicking Skip moves you to the next item and ignores the overwrite message.	**Skip**
Avoid overwriting or renaming any duplicate items.	**Skip All**
Close the Duplicate Item dialog box and end the copy/paste process.	**Cancel**

Restore Microsoft Office SharePoint Server Data Using Two Different Methods

In Ontrack PowerControls, you can restore data to the Target pane by using Copy-Paste or Drag-and-Drop.

Source items can be dragged and dropped to the target but the copy and paste rules apply. If an item does not complete the copy process, the Copy Progress window provides the specific reason unless it is an unexpected error.

To copy an item from the Source pane or Find in Sources window

1. In the Source pane or **Find in Sources** window, select items.
2. Do one of the following:
   - On the **Edit** menu, select **Copy**.
   - Right-click the selected item(s), and on the shortcut menu, click **Copy**.
   - Click the Copy icon on the toolbar.
   - Press **Ctrl+C** (Copy).

To paste an item to the Target pane

1. In the Target pane, select destination.
2. Do one of the following:
   - On the **Edit** menu, click **Paste**.
   - Right-click the selected item, and on the shortcut menu, click **Paste**.

©2014 Kroll Ontrack Inc

- Click the **Paste** icon on the toolbar.
- Press **Ctrl+V** (Paste).

To use drag-and-drop

- Drag an item from the Source pane into a folder or site root node in the Target pane. Dragging and dropping achieves the same results as copying and pasting.

Restoring Your Microsoft Office SharePoint Server Data

This section provides examples of restoring sites, lists, folders, and items to the desired destination. In each case, it provides guidelines for restoring data. If you copy a site, list, folder, or item from the Source pane and paste it to any target destination, Ontrack PowerControls preserves the directory structure of all restored items. See specific guidelines under each data type being restored.

Restoring Items

The following instructions show you how to restore individual items to a *folder* in a target server by using Copy-Paste or Drag-and-Drop.

Guidelines for Restoring Items

- You can copy from the items list in the Source pane or the Find in Sources window.
- You can use drag-and-drop or Copy-Paste to restore individual items to a folder or list in the Target pane.
- You cannot use drag-and-drop or Copy-Paste to restore individual items to a server root node or site.
- Using drag-and-drop or Copy-Paste to restore individual items does not preserve the directory structure of the restored items.

To restore items with Copy-Paste

1. In the Source pane or **Find in Sources** window, copy the item from the item list.
2. In the Target pane, paste the items into a folder or list in the target server.
3. In the **Copy Progress** window, verify that your items were successfully copied. You can also print or save the copy report by doing one of the following.
    - Click **Print** to print the copy report.
    - Click **Save** to save the copy report as a text file.
4. In the **Copy Progress** window, click **Close** to return to the main window.

©2014 Kroll Ontrack Inc

Results of Restoring Items with Copy-Paste

All unduplicated items appear in the target folder.

Restoring a Folder

The following instructions show you how to restore a folder to any target destination by using Copy-Paste or drag-and-drop.

Guidelines for Restoring a Folder

- You can use drag-and-drop or Copy-Paste to restore a folder to a target server list or folder. If the folder does not exist in the target destination, it is created.
- You *cannot* restore a folder to a server root node.
- You *cannot* restore a folder to a site node.

To restore a folder

1. In the Source pane, copy a folder.
2. In the Target pane, paste the folder into a folder or list.
3. In the **Copy Progress** window, verify your results to make sure your items from all folders were copied to the target destination. You can also print or save the copy report by doing one of the following.
    - Click **Print** to print the copy report.
    - Click **Save** to save the copy report as a text file.
4. In the **Copy Progress** window, click **Close** to return to the main window.

Results of Restoring a Folder

All unduplicated items in the folder are restored and their directory structure is preserved. If the folder does not exist in the target destination, it is created.

Note: *No folder is created because the copied folder already exists in the target site.*

Restoring a List

The following instructions show you how to restore a list to any target destination by using Copy-Paste or drag-and-drop.

Guidelines for Restoring a List

- You can use drag-and-drop or Copy-Paste to restore a list to a target server site.
- You *cannot* restore a list to a server root node.
- You *cannot* restore a list to a folder or another list.

To restore a list

1. In the Source pane, copy a list.
2. In the Target pane, paste the list into a site.
3. In the **Copy Progress** window, verify your results to make sure that your lists were copied to the target destination. You can also print or save the copy report by doing one of the following.
    - Click **Print** to print the copy report.
    - Click **Save** to save the copy report as a text file.
4. In the **Copy Progress** window, click **Close** to return to the main window.

Results of Restoring a List

All unduplicated items in the list are restored and their directory structure is preserved.

Restoring a Site

The following instructions show you how to restore a site to a target destination by using Copy-Paste or drag-and-drop.

Guidelines for Restoring a Site

- The following Site Templates from the Web Database category in Microsoft Office SharePoint Server 2010 are not supported:
    - Assets Web Database
    - Charitable Contributions Web
    - Contact Web Database
    - Issues Web Database
    - Project Web Database
- A Site Collection with the Office SharePoint Server Publishing Infrastructure Site feature is not supported when restoring Microsoft Office SharePoint 2007 to Microsoft Office SharePoint 2010.
- Sites can only be copied to other target sites or a target data store root. If the site is pasted into the target data store root, you will be required to select the web application to copy the site. See Step 3 under "To restore a site."
- If a site collection source site that does not contain a Leaf Name is copied as a sub-site in the target, you will be required to supply the Leaf Name before the copy can continue.
- If the site previously exists on the target, only the children of the site are copied.
- Sites dependent on specific Microsoft Office SharePoint Server features will not function if the features are not enabled on the target Microsoft Office SharePoint Server.

- Site Quota's for parent-level sites will not be copied.
- Site Quick Links are added at the end of a site copy. Therefore, some Quick Links may not be copied if you cancel a site copy operation before it completes. Since the Quick Links point to lists or sub-sites in a site, a given list or site may not have been created before you canceled the operation.
- For site and list permissions, if a matching group exists on the target, the site or list will use the target group's permission levels and users associated with that group. If the target group has different users or permissions levels than the source, the site or list will now use the target's permissions.
- When a source site or list with non-inherited permissions is copied to the target, the newly copied site will not inherit permissions from the target.
- Only Site Collection sites can be copied to a target data store.
- Quick Links for sites that contain a Pages List (Publishing Site, Personalization Site, etc.) may appear differently after a site copy. Once a page type document (Page, Article Page, Master Page, etc.) is checked into a pages site, a Quick Link is added. Since Ontrack PowerControls does not copy the checked out state, items are assumed to be checked in. Therefore, additional Quick Links may appear after the site has been copied.
- During any copy operation (site, list, folder, or item) the target location's parent Site Collection is checked for any write locks that are set. If the Site Collection has a "Adding content prevented," "Read-only," or "No access" set, then no data can be copied to any location within the Site Collection. These locks can be set with the SharePoint admin tool (Application Management > Site Collection Quotas and Locks).
- In a Site Collection copy from Microsoft Office SharePoint 2007 to Microsoft Office SharePoint 2013 to the 2010 Experience, the following Site Collections are blocked:

  Enterprise

  - Records Center
  - Site Directory
  - Report Center
  - Search Center with Tabs
  - My Site Host

  Publishing

  - Collaboration Portal
  - Publishing Portal
- When a Site Collection is copied from one domain to another, the user login information stored in the database may not be valid on the new domain.

Important: If no user login domains match between the source and target, you will have to use the SharePoint Central Administration tool to reassign site ownership since none of the copied logins will work.

Guidelines for Restoring Workflows

The following guidelines pertain to SharePoint Workflows.

- Started Workflows are not copied for an item. This includes the history and associated tasks for the Workflow.
- Workflows that are set up for a list are not copied. The history and task Lists are copied but the associations are not automatically setup. Manual setup is possible.

Guidelines for Restoring WebParts

The following guidelines pertain to SharePoint WebParts.

- Items that contain WebParts, which point to other lists within the site, may not function correctly if you cancel a site copy operation before it completes.
- All WebParts are copied to the target, but they may not function properly after they have been copied. Some WebParts store the path and IDs of lists and items they are pointing to. Since new IDs are generated and allow you to copy data anywhere, the IDs and paths may no longer be valid after the WebPart is copied.
- If a WebPart is copied to same target location as the source, most WebParts will function properly since the paths are the same.

To restore a site

1. In the Source pane, copy a site.
2. Paste the site into the desired location of the Target pane.
3. If the source site is pasted into the root node of a target, the Select Site Collection URL dialog box appears. Select the web application and site collection URL and enter the primary site collection administrator information to copy the site by doing the following:

©2014 Kroll Ontrack Inc

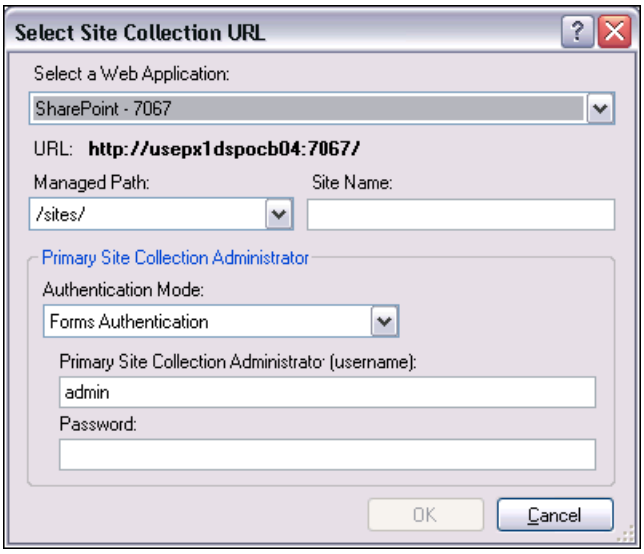

Figure 5-2: Select Site Collection URL dialog box

a. In the **Select a Web Application** drop-down list, select the web application to be used as the target server.

b. In **URL**, view the web application URL label. This is the base URL where the new site collection will be located

c. In the **Managed Path** drop-down list, select the managed paths that reside in the target server for the selected Web Application. The contents of this list changes based on the Web Application selected. If you want to have a specific URL other than "/site/" for a Site Collection, you need to select a managed path.

   - Selecting a managed path with **Explicit Inclusion** allows a single Microsoft Office SharePoint Server site to be created for the given URL, so nothing more is required. If you select a managed path with Explicit Inclusion, the Site Name field will be disabled.

     Note: *This option may not be available if a site has already been created for the given path.*

     Example: *http://servername:portnumber/Sales*

   - Selecting a managed path with **Wildcard Inclusion** allows you to create further Site Collections under the specified managed path. When this option is selected, the Site Name field is enabled, allowing you to create the site name which is appended on the path URL. In this case you must specify a Site Name for the new site collection.

     Example: *http://servername:portnumber/Manufacturing/Group1* and *http://servername:portnumber/Manufacturing/Group 2*.

d. If the **Site Name** box is enabled, enter a site name for additional web site addresses.

Note: *The following characters cannot be used in the site name: " # % & * : < > ? \ / { } ~. The site name also cannot start with an underscore character "_".*

e. In the **Authentication Mode** drop-down list, select **Windows Authentication** or **Forms Authentication**.

f. In the **Primary Site Collection Administrator** box, enter the following depending on the mode of authentication you are using:

- ***If you are using Windows Authentication***, enter the domain and username of the user that will be the primary site collection administrator. This username must be in the Domain\Username format. Ontrack PowerControls will use this username to connect to the new site collection after it has been created.
- ***If you are using Forms Authentication***, enter the username of the user that will be the primary site collection administrator. Ontrack PowerControls will use this username to connect to the new site collection after it has been created.

g. In the **Password:** box, enter the password for the primary site collection administrator. The username and password are validated for the primary site collection administrator, so the site collection will not be created until the correct password is supplied for the site collection administration.

h. Click **OK**. The source site is copied into the target site.

4. In the **Copy Progress** window, verify your results to ensure that your sites were copied to the target destination. You can also print or save the copy report by doing one of the following.
   - Click **Print** to print the copy report.
   - Click **Save** to save the copy report as a text file.
5. In the **Copy Progress** window, click **Close** to return to the main window.

Configuring the Ontrack PowerControls Agent for Content Transfer Service to Validate Forms Authentication Users

When restoring a top level site (site collection), Ontrack PowerControls validates the primary site collection administrator before restoring the site collection. If the primary site collection administrator is a Forms user, the Ontrack PowerControls Agent for Content Transfer service (ACTS) must be configured for the Forms authentication provider used by the restored site collection. The Forms authentication provider is determined by the web application hosting the restored site collection. (The web application is selected in the Create Site Collection URL dialog box. For more information, see **"Restoring a Site" on page 59**.

1. Determine the Forms authentication provider for your web application by doing the following:
   a. Open SharePoint Central Administration for your target Microsoft Office SharePoint server.
      - ***For Microsoft Office SharePoint Server 2007***, do the following:
        a. Click the **Application Management** tab, then in the **Application Security** group, click **Authentication providers**.
        b. On the **Authentication Providers** page, click the **Web Application** and then click **Change Web Application**.
        c. In the **Select Web Application** dialog box, select the web application you want to use to restore your site collection. The selected application appears in the Authentication Providers page. The Forms authentication provider name appears in the Membership Provider Name column. This is the Forms authentication provider.
      - ***For Microsoft Office SharePoint Server 2010***: do the following:
        a. On the **Browse** tab, click **Application Management**.
        b. Under **Web Applications**, click **Manage web applications**.
        c. On the **Web Applications** tab, select your web application from the list and click **Authentication Providers** on the toolbar.
        d. On the **Authentication Providers** dialog box, in the **Zone** column, click the zone you are using.
        e. On the **Edit Authentication** dialog box, scroll down to the selected **Enable Forms Based Authentication (FBA)** box in the **Claims Authentication Types** row. Below is the **ASP.NET Membership provider name** box containing the Forms authentication provider.
   b. Copy the Forms authentication provider name and use it in the following steps:
2. Locate the Forms authentication provider configuration section for the web application by doing the following:

   The configuration section for the Forms authentication provider may be located in the web.config for the web application, or it may be inherited from the machine.config.
   The web.config is located in the IIS virtual directory for the web application (typically at inetpub/wwwroot/wss/VirtualDirectory).
   The machine.config is located in:
   [WINDOWS Directory]\Microsoft.NET\Framework\<version>\CONFIG.

   - In the appropriate config file, locate the <membership> section under <system.web>. Under this section, find the <providers> section and locate the provider that matches

the Forms authentication provider name for your web application. It should appear similar to this:

```
<add name="AspNetSqlMembershipProvider"
type="System.Web.Security.SqlMembershipProvider, System.Web,
Version=2.0.0.0, Culture=neutral, PublicKeyToken=b03f5f7f11d50a3a"
connectionStringName="LocalSqlServer" applicationName="/" />
```

This line must be copied into the ACTS configuration file, as described in the next step.

3. Add the Forms authentication provider and connection string to the ACTS configuration file by doing the following:
   a. Edit the PC.SharePoint.Service.exe.config file, located in the ACTS install folder. This is typically under [Program Files]\Kroll Ontrack\Ontrack PowerControls Agent for Content Transfer Service.
   b. In the config file, add the `<system.web>` section if it's not already there.
   c. Within the `<system.web>`, add the `<membership>` section.
   d. Within the `<membership>` section, add the `<providers>` section.
   e. Paste the Forms provider into the `<providers>` section. The modified config file should appear similar to the following:

```
<configuration>
   <system.web>
      <membership>
         <providers>
                     <add name="aspnetmembershipprovider" connection
                     StringName="MySQLServer"  applicationName="MyAp
                     pNametype="System.Web.Security.SqlMembershipPro
                     vider, System.Web, Version=2.0.0.0, Culture=neu
                     tral,     PublicKeyToken=b03f5f7f11d50a3a" />
         </providers>
      </membership>
   </system.web>
   … other sections…
</configuration>
```

   f. For Microsoft Office SharePoint 2010, you also need to copy the "i" provider section into the PC.SharePoint.exe.config file and make it the default provider. This provider goes within the same `<providers>` section as the Forms authentication provider. To make it the default provider, add the defaultProvider="i" attribute to the <membership> section as shown below.

> **Note:** *If you are using multiple membership providers, each membership provider must have a unique name. Also, make sure the "i" provider only appears once in the <providers> section of the PC.SharePoint.exe.config file.*

```
<membership defaultProvider="i">>
   <providers>
```

```
            <add name="i" type="Microsoft.SharePoint.Administration.Cl
            aims.SPClaimsAuthMembershipProvider … />
            <add name="AspNetSqlMembershipProvider" connection StringN
            ame="MySQLServer" … />
         </providers>
      </membership>
```

4. Copy the Connection String configuration section by doing the following:

   The connection string used by the Forms authentication provider also needs to be copied from the web.config (or machine.config) into the PC.SharePoint.Service.exe.config file.

   You can find the connection string by looking at the <connectionStrings> section of the web.config (or machine.config) file and finding the connection string whose name matches the connectionStringName attribute of the Forms authentication provider. In the example above, the connection string name is "MySQLServer", so you would locate the "MySQLServer" connection string and copy that into the PC.SharePoint.exe.config file as described below.

   a. Add the <connectionStrings> section to the PC.SharePoint.Service.exe.config file in the <configuration> section.

   b. Inside the <connectionStrings> section, add the connection string line from the web.config (or machine.config). When you are finished, the modified PC.SharePoint.exe.config file should look similar to the following:

```
<configuration>
   <connectionStrings>
      <add name="MySQLServer" connectionString="Initial Catalog=aspne
      tdb_claim;datasource=USEPX1DSQOCB01\OCB01A;  Integrated Securit
      y=SSPI;" />
   </connectionStrings>
   <system.web>
      <membership>
         … membership providers …
      </membership>
   </system.web>
   … other sections…
</configuration>
```

5. Save all changes to the PC.SharePoint.Service.exe.config file.

   After the ACTS configuration file has been modified, the Ontrack PowerControls Agent for Content Transfer service must be restarted before the changes will take effect.

To restart the Ontrack PowerControls Agent for Content Transfer Service

1. Click **Start**, then click **Control Panel**.
2. On the **Control Panel** windows, click **Administrative Tools**.
3. On the Administrative Tools window, click **Services**.

4. On the Services window, right-click Ontrack PowerControls **Agent for Content Transfer** and click **Restart**.

About the Copy Progress Window

Each time you attempt to restore items to the Target pane, the Copy Progress window appears. This window displays the following information about the copy operation:

- Source, Source Path, Target, and Target Path
- Time of copy operation
- Number of items, lists, folders, and sites
- Warnings and errors, if any
- Number of items successfully copied

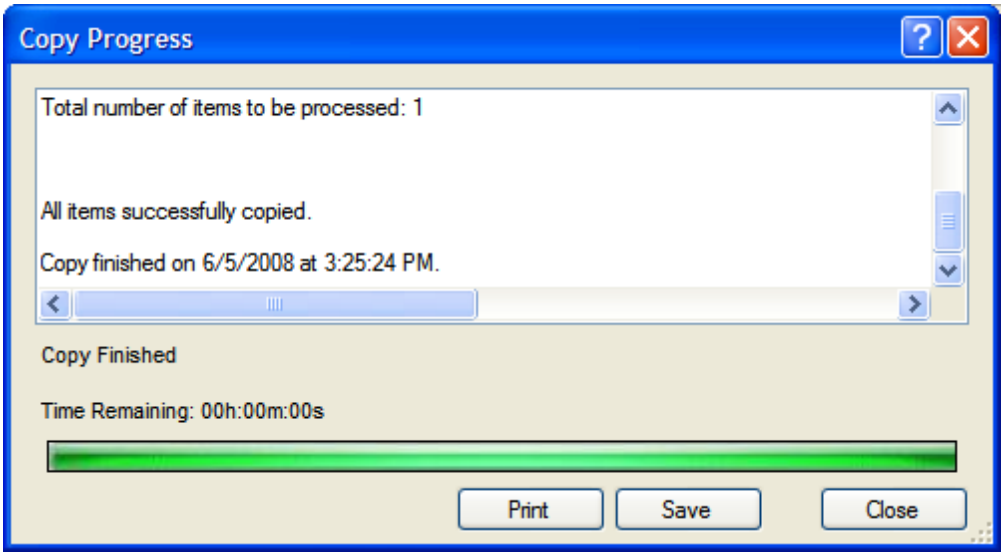

Figure 5-3: Copy Progress Window

Note: *If you do not have full access rights to the target location, Ontrack PowerControls is unable to complete the copy process. The target location must also have enough space for the data and it must support the content type of the source data.*

Print Copy Progress Data as a Report

When the copy progress is complete, you have the option to print the report which records any interruptions in the copy progress or any errors that occurred. This report also tells you how many items successfully copied, how many did not copy, and how many errors occurred.

Save Copy Progress Data as a Report

The Copy Progress report can be saved as a text file to the destination of your choice by clicking the Save button.

Glossary

Term	Description
Data Store	A unified collection of folders, items, and lists contained in a single storage medium.
Data Wizard	The first time you start Ontrack PowerControls, the Data Wizard launches. The Data Wizard guides you through the loading of MDF, NDF, and LDF files into Ontrack PowerControls, and shows you how to specify the target Microsoft Office SharePoint Server.
Document Library	A folder where a collection of files is stored and the files often use the same template.
Duplicate Checking	A process detecting duplicate items based on filenames which provides you the option to overwrite the item.
Explicit Inclusions	Selected in Managed Paths, explicit inclusions include only the specific path that you set. For example, use explicit inclusions if you want Microsoft Office SharePoint Server to manage a specific path, such as /portal, but not any possible sites below it, such as /portal/teamshare.
GUID	Globally Unique Identifier. Each Microsoft Office SharePoint Server database has a separate GUID.
Item	An entry in a list or folder (posts, pictures, links, comments, etc.) contained within a list or a folder in the Source or Target panes.

Term	Description
List	A web site component that stores and displays information that users can add to, copy, and search in Ontrack PowerControls.
Log Files	Transaction log files (.ldf files) are history files recording server activity. These files are useful in restoring and backing up Microsoft Office SharePoint Server data.
Managed Paths	Managed Paths allow you to manage two categories of paths: included and excluded paths when creating a top-level web site or a specific URL. An included path indicates that it is a Microsoft Office SharePoint Server-created path. An excluded path indicates that a different application manages the path and was created by the user. Included paths can be further broken down into the following two types: *Explicit Inclusions* and *Wildcard Inclusion*.
MDF, NDF, and LDF Files	Microsoft Office SharePoint Server content database files used as the source. The three files work as a collection to comprise a single content database. You must have one MDF, one or more LDF, and optionally zero or more NDF files.
Metadata	Data about data. For example, the title, subject, author, and size of a file constitute metadata about the file.
Non-series List	A non-series list is a special list created for meeting workspaces and have specific instances of the meeting assigned to the list.

©2014 Kroll Ontrack Inc

Term	Description
Previous Versions	Items, such as documents and pictures, create a backup copy whenever it is saved to the library in Microsoft Office SharePoint Server. These previous versions are accessible in Ontrack PowerControls.
Series List	A series list provides a way to have a regular list in a recurring meeting workspace. A series list shows all of the items for all occurrences of a meeting.
Shortcut Menu	This menu is accessed by right-clicking on an item.
Site	A group of related web pages that generally cover one or more lists and folders.
Site Collection	A set of web sites that have the same owner and share administration settings. Each site collection contains a top-level web site and can contain one or more subsites.
Source	This is the Microsoft Office SharePoint Server content database stored on a Microsoft Office SharePoint Server from which folders and lists are copied. The source is read-only, so items cannot be copied into, deleted from, or changed in the source.
Target	This is the data store to which lists, folders, and items are copied. The target is read-write allowing items to be added.
Wildcard Inclusion	Selected in Managed Paths, wildcard inclusion includes any sites below the path that you set, so you do not have to add them individually. This is the type of inclusion to use for specific site names that are appended to the URL, when you want to be able to create top-level web sites underneath a specific path, such as /sites.

©2014 Kroll Ontrack Inc

Index

A

Advanced Searching
  licensing agent 42
Agent for Content Transfer Service 52
attachments
  searching for 42

C

Choose Export Items 45
closing sources and targets 32
columns
  arrangement of in the source and target items lists 15
command line 27, 53
conventions in this manual
  menu commands and shortcuts 4
  notes and tips 5
  shortcut menu 4
Copy Progress window 67
copying and pasting 57
copying SharePoint data
  guidelines for 47

D

Data Wizard 68
  description of
    using 21
  returning to 26
  Source Path Selection 21
  Welcome page 21
duplicate checking 53
  drag and drop 56
  item filename
    Leaf Name
      Item 54
  overwrite confirmation 54
  preference settings 20
  print copy progress data as report 67
  saving Copy Progress report 67

E

exporting
  a list item 44
Exporting an Item 41
exporting items 44
  general information 44

F

Feature Not Found 54
Find dialog box
  guidelines for using 34
  restoring items 43
  searching within results 40
  viewing previous search results 41
Find in Sources
  description of 34
Find in Sources window
  copy item 56
  description of 35
Find results
  using 40
  using of
    clearing fields and results 42
    copying and pasting content 41
    exporting an item 41
    previous versions 41
    saving attachments 41
    viewing previous search results 41

©2014 Kroll Ontrack Inc

Find window
guidelines for using 34
searching within attachments 42
selecting multiple mailboxes or folders to search 34

G
Getting help 3
Globally Unique Identifier 19
GUID 19
guidelines
for restoring items with Copy-Paste 57
for restoring messages 57
restoring a folder 58
restoring a list 58-59
using the Find window 34

H
Help
online Help 4
hiding the toolbar and status bar 14

L
Launch in Browser 17
log files 69

M
Main window
menu bar 7
Source list 8
toolbar 7
Maintain message path 45
menu bar 7
multiple databases
searching 35
multiple sources
opening 28
multiple targets
opening 28

N
Notes and Tips 5

O
online Help 3
Open Source command 27
Open Target command 27
opening
a source file 27
attachments in Find window 42
Data Wizard 21
items 29
multiple sources 28
the source and target 27
opening items 29
opening multiple targets 28
Overwrite Confirmation dialog box 55

P
preference settings
check for duplicates during copy 20
license file name 20
run data wizard on startup 20
show warning when no log file path specified 20
preferences 19
previous search results
viewing 42
properties of an SharePoint content database 18

R
Readme File 2
refreshing the screen 17
Remote Blob Store Configuration (Filestream Provider) 23
Remote Blob Store Configuration (Metalogix StorePoint Provider) 24
restore items
using copy and paste 57
restored data
specifying SQL Server as target for 22-23
restoring a folder
guidelines 58

©2014 Kroll Ontrack Inc

results 58
restoring a list
process of
results of 59
restoring items
guidelines 57
restoring items with Copy-Paste
results 58
restoring SharePoint data
examples of 57
restoring SharePoint Data
about the Copy Progress dialog box 56
about the Copy Progress window 67
restoring a folder 58
restoring WebParts 61
restoring workflows 61

S

saving
attachments 31
search
within attachments 42
search results list
copying and pasting content into SQL Server 41
Searching
in results 40
searching within attachments
exceptions 42
Shortcut Menu 4
single database
searching 35
sorting items in the items list 17
source
pane 6
Source
pane 7
source data list 9
context menu 9
Source data store 70
source database
opening in main window 26-27
opening with command line 27
opening with Data Wizard 21
source file
opening 27
source list item
open previous version of 32
source pane
copy item 56
Source Path Selection 21
split bar, using to resize panes 14

T

target
pane 6, 10
Target item list
in main window 10
target items
opening in main window 26
Target pane
pasting an item 56
Target Type and Path Selection 22
technical support 4
toolbar
in main window 7

U

Use Wizard command 26

V

viewing
previous search results 41
the properties of a SharePoint content database 18
the toolbar or status bar 14

Copyright © 2014 Kroll Ontrack Inc.
All Rights Reserved.

All other brands and product names are trademarks
or registered trademarks of their respective owners.

www.krollontrack.com

E0114

Copyright © 2014 Kroll Ontrack Inc.
All Rights Reserved.

All other brands and product names are trademarks
or registered trademarks of their respective owners.

www.krollontrack.de | www.krollontrack.ch | www.ontrack.at